SDIO
ELECTRONIC DOCUMENT
MANAGEMENT PROTOTYPE
REQUIREMENTS ANALYSIS

"AS-IS" NODE TREE
AND
ACTIVITY MODELS

DTIC QUALITY INSPECTED 4

MAY 26, 1992

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III.   Document Management "As Is" Models

   A.   SDI Technical Information Center (TIC)

         The SDI TIC coordinates the collection and dissemination of classified and unclassified materials to current and potential contractors, SDIO staff members, and other government personnel participating in the SDI program. The TIC's main activity is to provide information both proactively and by request to and about SDIO and SDI-related activities. The TIC Node Tree ("As Is" Environment) depicts these activities.

         This analysis presents a total enterprise perspective of the TIC. This was the initial understanding of the study's scope. That scope was refined at the April 7, 1992 meeting to focus on document management functions. Since the total environment of the TIC had been modeled already, it was decided to retain these models for the TIC.

         As a result, the TIC administrative functions are part of the "As Is" Node Tree. The circles are black, indicating these functions are outside the scope of this analysis.

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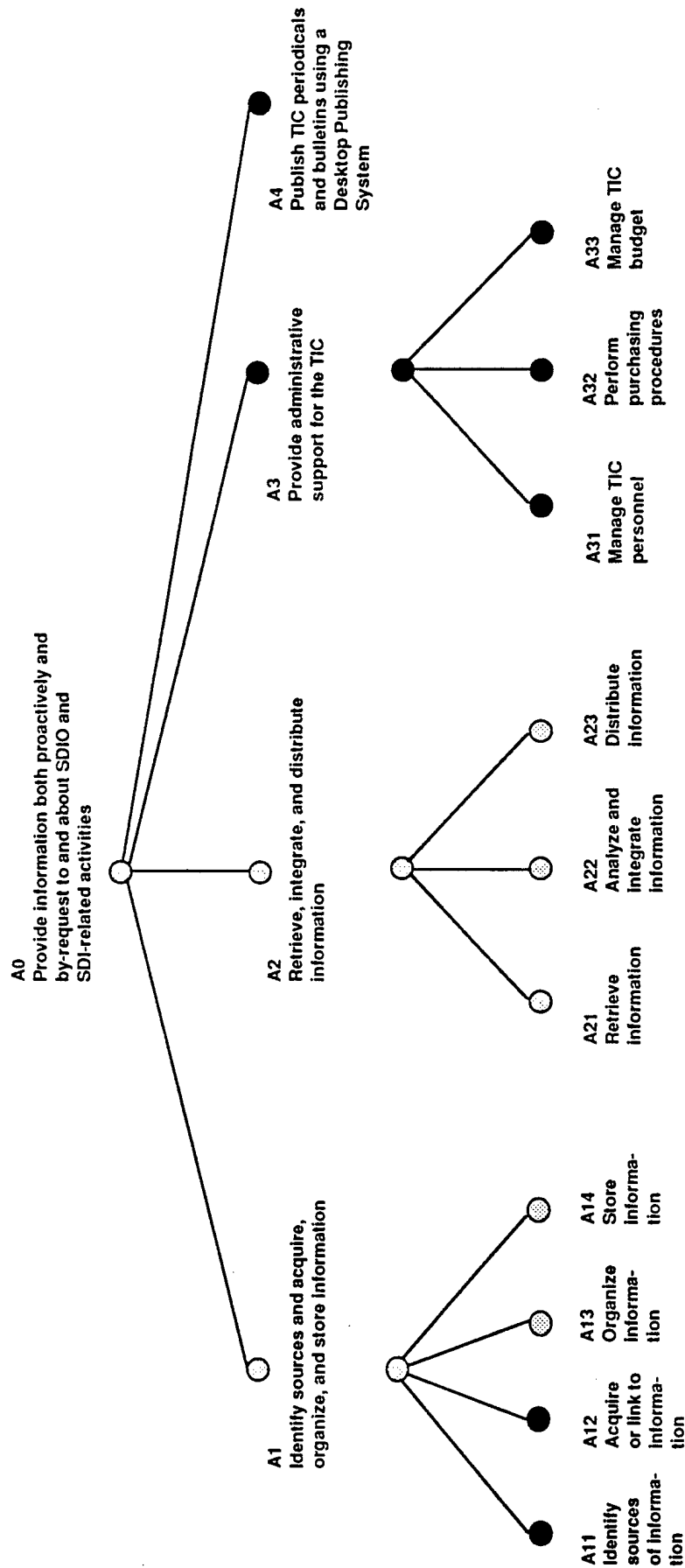
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TIC NODE TREE (AS-IS ENVIRONMENT)

A0
Provide information both proactively and by-request to and about SDIO and SDI-related activities

A1
Identify sources and acquire, organize, and store information

A2
Retrieve, integrate, and distribute information

A3
Provide administrative support for the TIC

A4
Publish TIC periodicals and bulletins using a Desktop Publishing System

A11
Identify sources of Information

A12
Acquire or link to Information

A13
Organize Information

A14
Store Information

A21
Retrieve information

A22
Analyze and integrate information

A23
Distribute information

A31
Manage TIC personnel

A32
Perform purchasing procedures

A33
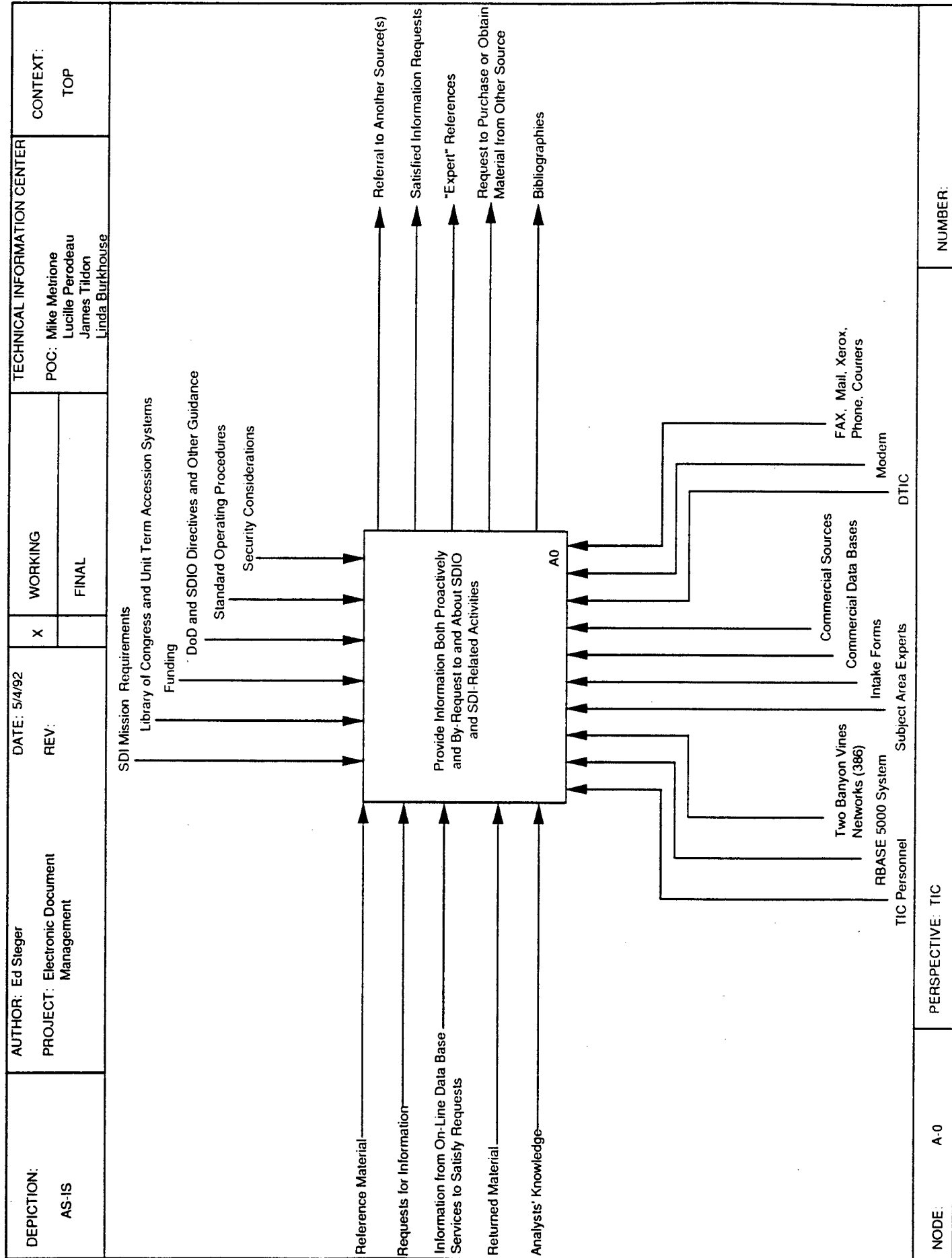Manage TIC budget

IDEF

⊚ = POTENTIALLY WITHIN PROGRAM SCOPE

The "As Is" Activity Models are a graphic and textual presentation of the current environment. The purpose of this exercise is to present a clear picture of each organization's or function's current activity flow. This is broken down (or decomposed) to a level of detail necessary to provide a clear picture of the document management activities.

Each model is preceded by a discussion of its components.

TIC "AS IS" ACTIVITY MODEL

A0   -   This is the highest level of the TIC "As Is" Activity Model. An overall picture of the TIC's activities is described.

DEPICTION:

AS-IS

Provide Information Both Proactively and By-Request to and About SDIO and SDI-Related Activities

A0

Inputs (left):
- Reference Material
- Requests for Information
- Information from On-Line Data Base Services to Satisfy Requests
- Returned Material
- Analysts' Knowledge

Controls (top):
- SDI Mission Requirements
- Library of Congress and Unit Term Accession Systems
- Funding
- DoD and SDIO Directives and Other Guidance
- Standard Operating Procedures
- Security Considerations

Outputs (right):
- Referral to Another Source(s)
- Satisfied Information Requests
- "Expert" References
- Request to Purchase or Obtain Material from Other Source
- Bibliographies

Mechanisms (bottom):
- TIC Personnel
- RBASE 5000 System
- Two Banyon Vines Networks (386)
- Subject Area Experts
- Intake Forms
- Commercial Data Bases
- Commercial Sources
- DTIC
- Modem
- FAX, Mail, Xerox, Phone, Couriers

NODE: A-0   PERSPECTIVE: TIC   NUMBER:

A0   -   PROVIDE INFORMATION BOTH PROACTIVELY AND BY REQUEST TO AND ABOUT SDIO AND SDI-RELATED ACTIVITIES

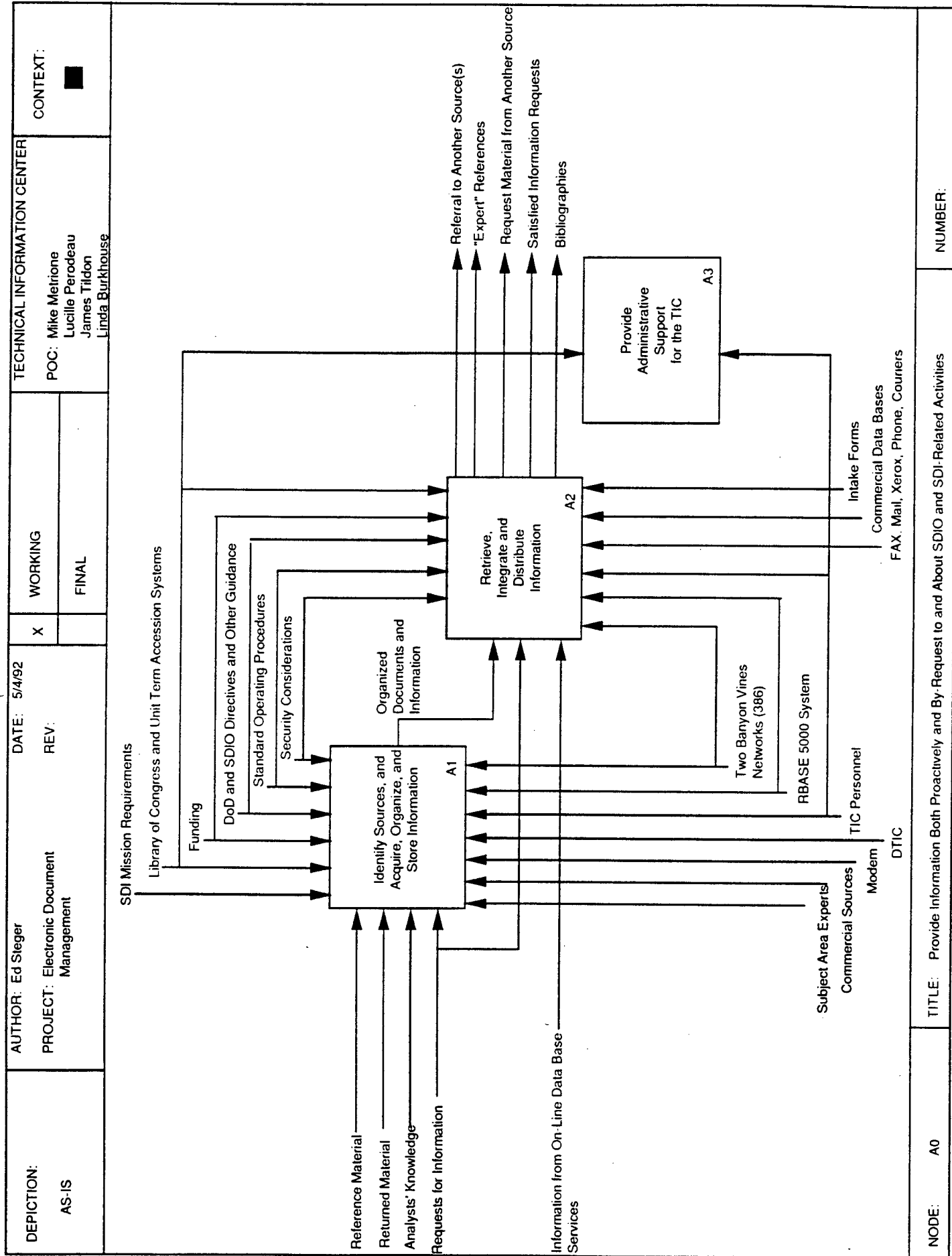A1   -   IDENTIFY SOURCES, AND ACQUIRE, ORGANIZE, AND STORE INFORMATION

This activity includes the process of identifying sources of information to keep the TIC up-to-date and of obtaining, organizing, and storing that information.

A2   -   RETRIEVE, INTEGRATE, AND DISTRIBUTE INFORMATION

This activity includes the process of retrieving, integrating, and distributing information in order to respond to requests for that information, and to disseminate material that presents the information that is available.

A3   -   PROVIDE ADMINISTRATIVE SUPPORT FOR THE TIC

This includes the administrative functions required for continued operation of the TIC.

Reference Material
Returned Material
Analysts' Knowledge
Requests for Information
Information from On-Line Data Base Services

SDI Mission Requirements
Library of Congress and Unit Term Accession Systems
Funding
DoD and SDIO Directives and Other Guidance
Standard Operating Procedures
Security Considerations

Organized Documents and Information

A1 Identify Sources, and Acquire, Organize, and Store Information

A2 Retrieve, Integrate and Distribute Information

A3 Provide Administrative Support for the TIC

Subject Area Experts
Commercial Sources
Modem
DTIC
TIC Personnel
RBASE 5000 System
Two Banyon Vines Networks (386)

Intake Forms
Commercial Data Bases
FAX, Mail, Xerox, Phone, Couriers

Referral to Another Source(s)
"Expert" References
Request Material from Another Source
Satisfied Information Requests
Bibliographies

A1 - IDENTIFY SOURCES, AND ACQUIRE, ORGANIZE, AND STORE INFORMATION

A11 - IDENTIFY SOURCES OF INFORMATION

This includes the receipt of requests and the analysts' professional knowledge that is used to identify sources of information.
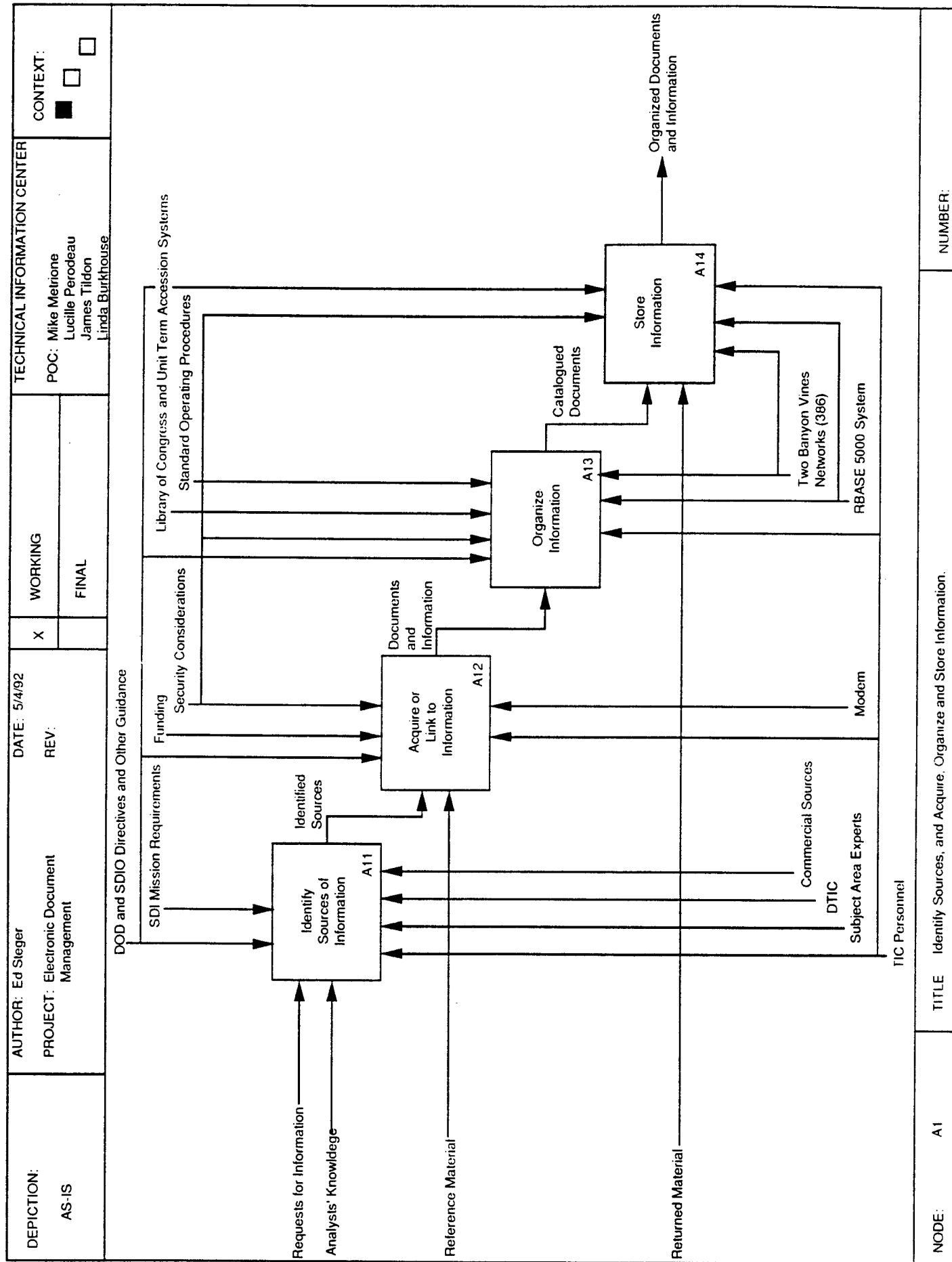
A12 - ACQUIRE OR LINK TO INFORMATION

This includes the acquisition from a variety of sources of the information required to be responsive to requests that come into the TIC.

A13 - ORGANIZE INFORMATION

This includes the cataloging and data base activities involved in organizing the incoming information in such a way as to be able to access it quickly when necessary.

A14 - STORE INFORMATION

This includes the storage of information within the RBASE 5000 system. The storage is in the form of an electronic card catalog so that information retrieval will be an efficient process.

DOD and SDIO Directives and Other Guidance

Requests for Information

Analysts' Knowledge

SDI Mission Requirements

Identify Sources of Information — A11

Identified Sources

Reference Material

Acquire or Link to Information — A12

Funding

Security Considerations

Documents and Information

Library of Congress and Unit Term Accession Systems

Standard Operating Procedures

Organize Information — A13

Catalogued Documents

Store Information — A14

Organized Documents and Information

Returned Material

Commercial Sources

DTIC

Subject Area Experts

TIC Personnel

Modem

Two Banyon Vines Networks (386)

RBASE 5000 System

NODE: A1   TITLE: Identify Sources, and Acquire, Organize and Store Information.   NUMBER:

A2 - RETRIEVE, INTEGRATE, AND DISTRIBUTE INFORMATION
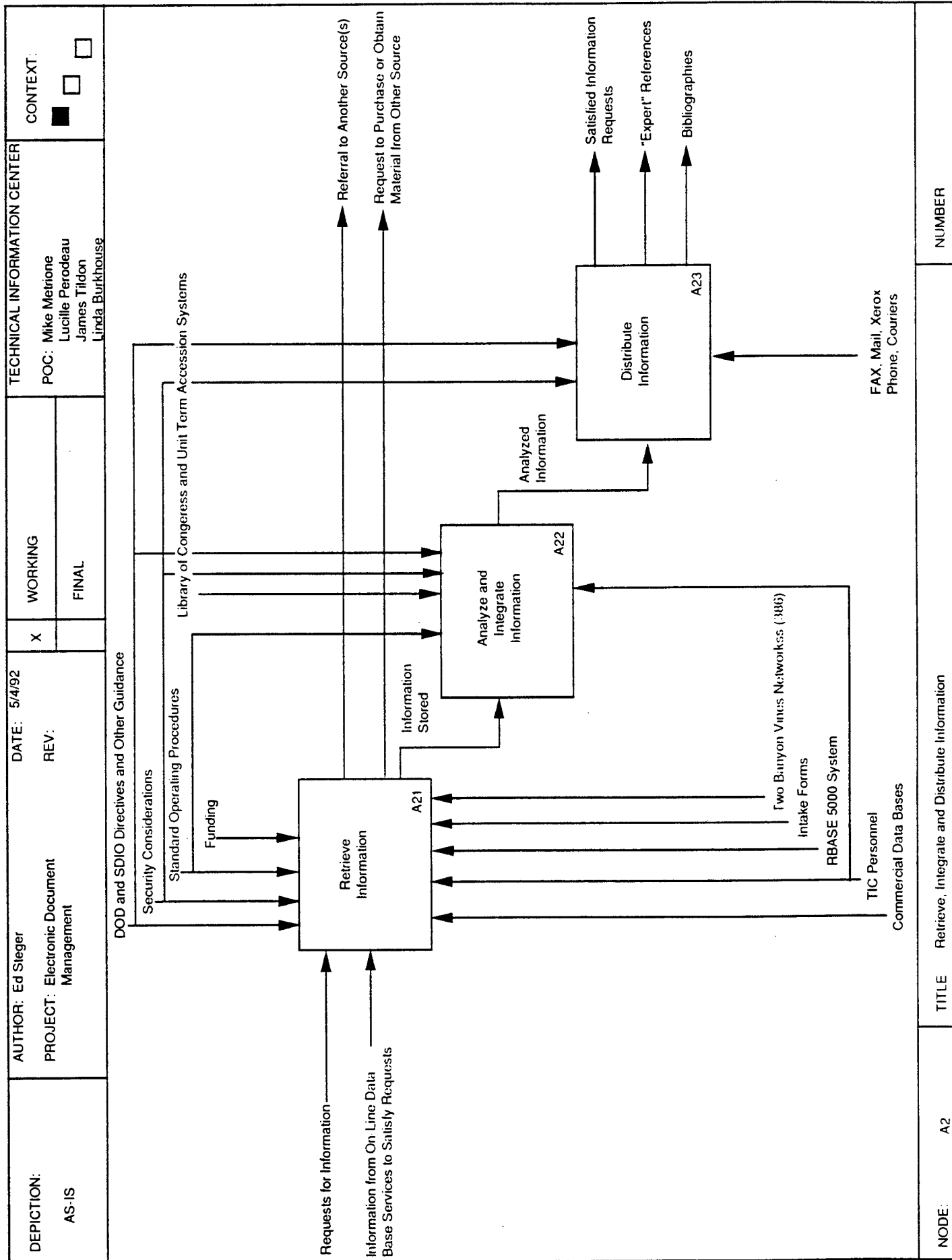
A21 - RETRIEVE INFORMATION

This includes the process involved to retrieve information in response to a requestor or from an on-line data base on the RBASE 5000 application. The request may be satisfied immediately or referred to another source.

A22 - ANALYZE AND INTEGRATE INFORMATION

This includes the assimilation of information from one or more sources to satisfy and information request.

A23 - DISTRIBUTE INFORMATION

This includes the distribution of information to serve a variety of purposes. It may fulfill an information request, provide insight to refer a requestor to another expert, or provide substance to produce periodic bibliographies.
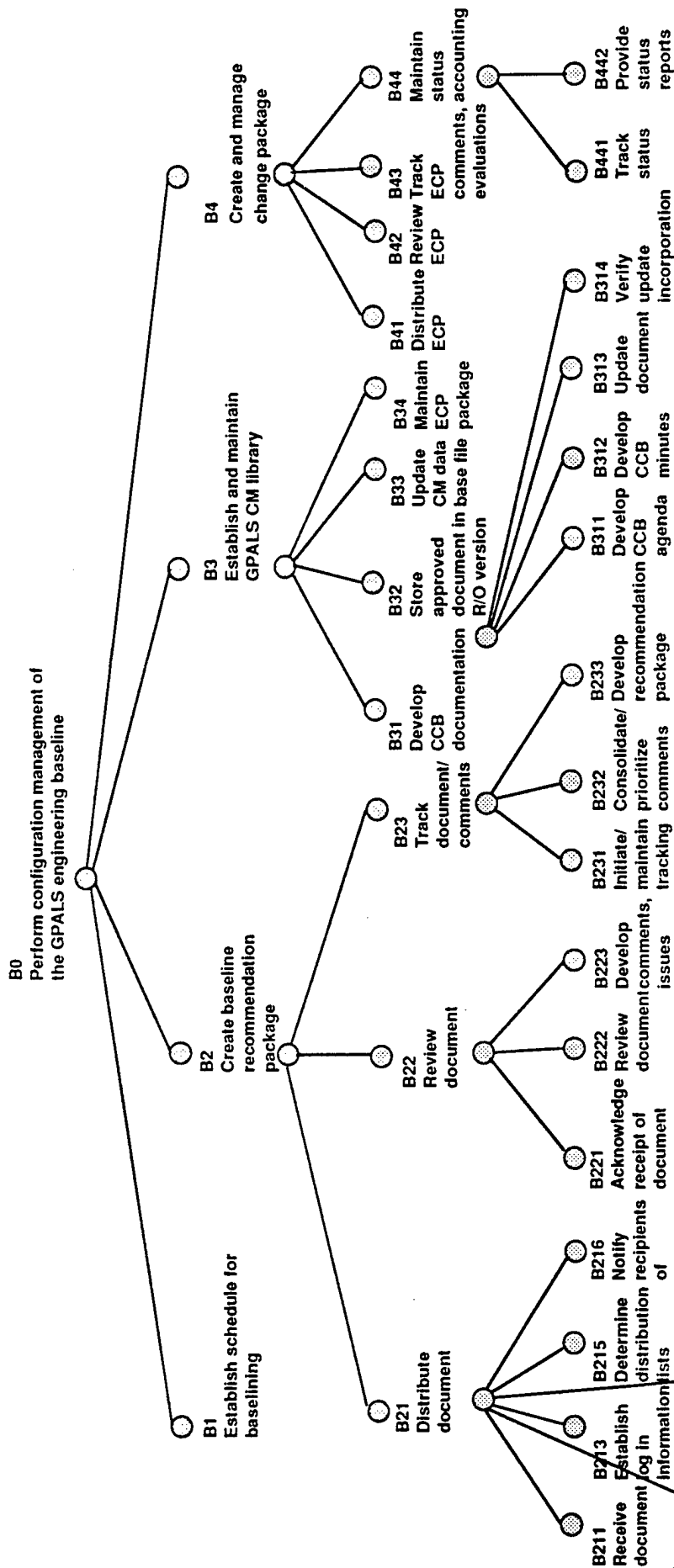
DOD and SDIO Directives and Other Guidance

Security Considerations

Standard Operating Procedures

Funding

Requests for Information

Information from On Line Data Base Services to Satisfy Requests

Library of Congeress and Unit Term Accession Systems

Referral to Another Source(s)

Request to Purchase or Obtain Material from Other Source

A21 Retrieve Information

Information Stored

A22 Analyze and Integrate Information

Analyzed Information

A23 Distribute Information

Satisfied Information Requests

"Expert" References

Bibliographies

Two Banyon Vines Networks (386)

Intake Forms

RBASE 5000 System

TIC Personnel

Commercial Data Bases

FAX, Mail, Xerox Phone, Couriers

NODE:	TITLE	NUMBER
A2	Retrieve, Integrate and Distribute Information	

B.   Configuration Management

SDIO uses the Configuration Management process to control and maintain the integrity and accuracy of documents that are identified as configuration items. This is accomplished by the SDIO Configuration Management Office GE Personnel (SE&I), and procedures highlighted in the GPALS Configuration Control Board (GCCB) Procedures. Once configuration items are identified, they are subject to distribution and review by GCCB members. Changes to the document are made through Engineering Change Proposals approved by the GCCB and incorporated into a controlled version. This document becomes the controlled baseline.

The Configuration Management "As Is" Node Tree illustrates the overall Configuration Management process.

CONFIGURATION MANAGEMENT NODE TREE (AS-IS ENVIRONMENT)

B0
Perform configuration management of
the GPALS engineering baseline

B1
Establish schedule for
baselining

B2
Create baseline
recommendation
package

B3
Establish and maintain
GPALS CM library

B4
Create and manage
change package

B21
Distribute
document

B22
Review
document

B23
Track
document/
comments

B31
Develop
CCB
document/
documentation

B32
Store
approved
document in base file
R/O version

B33
Update
CM data
package

B34
Maintain
ECP
package

B41
Distribute
ECP

B42
Review
ECP

B43
Track
ECP

B44
Maintain
status
comments, accounting
evaluations

B211
Receive
document
log in
Information

B212
Determine
DID
Compliance

B213
Establish
log in
lists

B214
Perform ECP
Impact
Assessment

B215
Determine
distribution lists

B216
Notify
recipients
of
document
availability

B221
Acknowledge
receipt of
document

B222
Review
document

B223
Develop
document comments,
issues

B231
Initiate/
maintain
tracking

B232
Consolidate/
prioritize
comments

B233
Develop
recommendation
package

B311
Develop CCB
agenda

B312
Develop
CCB
minutes

B313
Update
document
incorporation

B314
Verify
update

B441
Track
status

B442
Provide
status
reports

IDEF

⬤ = POTENTIALLY WITHIN PROGRAM SCOPE

CONFIGURATION MANAGEMENT "AS IS" ACTIVITY MODEL

B0   -   This is the highest level of the Configuration Management "As Is" Activity Model. It presents an overall picture of configuration management activities within SDIO.

CCCB Procedures
CM Plan
SDIO Directives and Guidance
MIL-STD-973
Security Procedures

Baselined Documents
ECP Packages
Document Control Index

Perform Configuration Management of the GPALS Engineering Baseline

B0

E-Mail
SDIO FAM POC
NTBN
SDIO CMO
SDIO CM System

CDRLS Info
Schedules
Requirements Documents
Distribution Info

B0   -   PERFORM CONFIGURATION MANAGEMENT OF THE GPALS ENGINEERING BASELINE

This includes incorporating the relevant schedules and CDRL requirements in order to establish a baseline schedule and produce the master document schedule.

B2   -   CREATE BASELINE RECOMMENDATION PACKAGE

This includes procedures, the master document schedule, and distribution information that is used to recommend a baseline package.

B3   -   ESTABLISH AND MAINTAIN GPALS CM LIBRARY

This includes acquiring the necessary documents and materials to maintain the Configuration Management Library. A Document Control Index records the materials maintained in this element.

B4   -   CREATE/MANAGE CHANGE PACKAGE

This includes incorporating information from the configuration managed document and other material to create the change package that produces and updated document.

Labels and flows in diagram:

Recommendation Package

Document Control Index

ECP Packages

Updated Document

Create/Manage Change Package — B4

Configuration Managed Document

Establish and Maintain GPALS CM Library — B3

Baselined Document

GCCB Procedures

MIL-STD-973

Document Comment Form

Create Baseline Recommendation Package — B2

E-Mail

NTBN

TIC

SDIO CM System

SDIO Directives and Guidance

Master Document Schedule

CM Plan

CCB

Establish Schedule for Baselining — B1

GE Personnel

GE Schedule Program

SDIO CMO

Schedules

CDRLS

Document

Distribution Info

B1 - ESTABLISH SCHEDULE FOR BASELINING

This material is not presented at this time.

B2 - CREATE BASELINE RECOMMENDATION PACKAGE

B21 - DISTRIBUTE DOCUMENT

This includes procedures to take a document and distribute it to the appropriate entities for review.

B22 - REVIEW DOCUMENT

This includes usage of the requirements and specifications that detail a documents content. The document is reviewed in light of the requirements and comments are attached.

B23 - TRACK DOCUMENT/COMMENTS

This includes procedures to track a document, so that its location is known at all times. Comments are received with the document and a recommendation package can be sent out.

AUTHOR: Melissa Leach · DATE: 5/11/92

PROJECT: Electronic Document Management

WORKING — X

REV:

FINAL

CONFIGURATION MANAGEMENT

POC: Ms. Barbara Mered Col Hecker

CONTEXT:

DEPICTION:

AS-IS

B21 Distribute Document

B22 Review Document

B23 Track Document/ Comments

GCCB Procedures

Security Procedures

CM Plan

Internal Service Guidlines

Data Item Comment Form

Security Procedures

MIL-STD-973

Recommendation Package

Distributed Document

Reviewed Document

Comments

SDIO CM System

SDIO FAM POC

NTBN

SDIO FAM POC

Reviewer

TIC

Document

Requirements and Specs.

NODE: B2 · TITLE: Create Baseline Recommendation Package · NUMBER:

B21 - DISTRIBUTE DOCUMENT

B211 - RECEIVE DOCUMENT

This includes procedures to ensure the document is received in the appropriate office.

B212 - DETERMINE DID COMPLIANCE

This includes examination of the document for DID compliance and certification that the document is compliant.

B213 - ESTABLISH LOG IN INFORMATION

This includes procedures to establish the login information necessary to track the document.
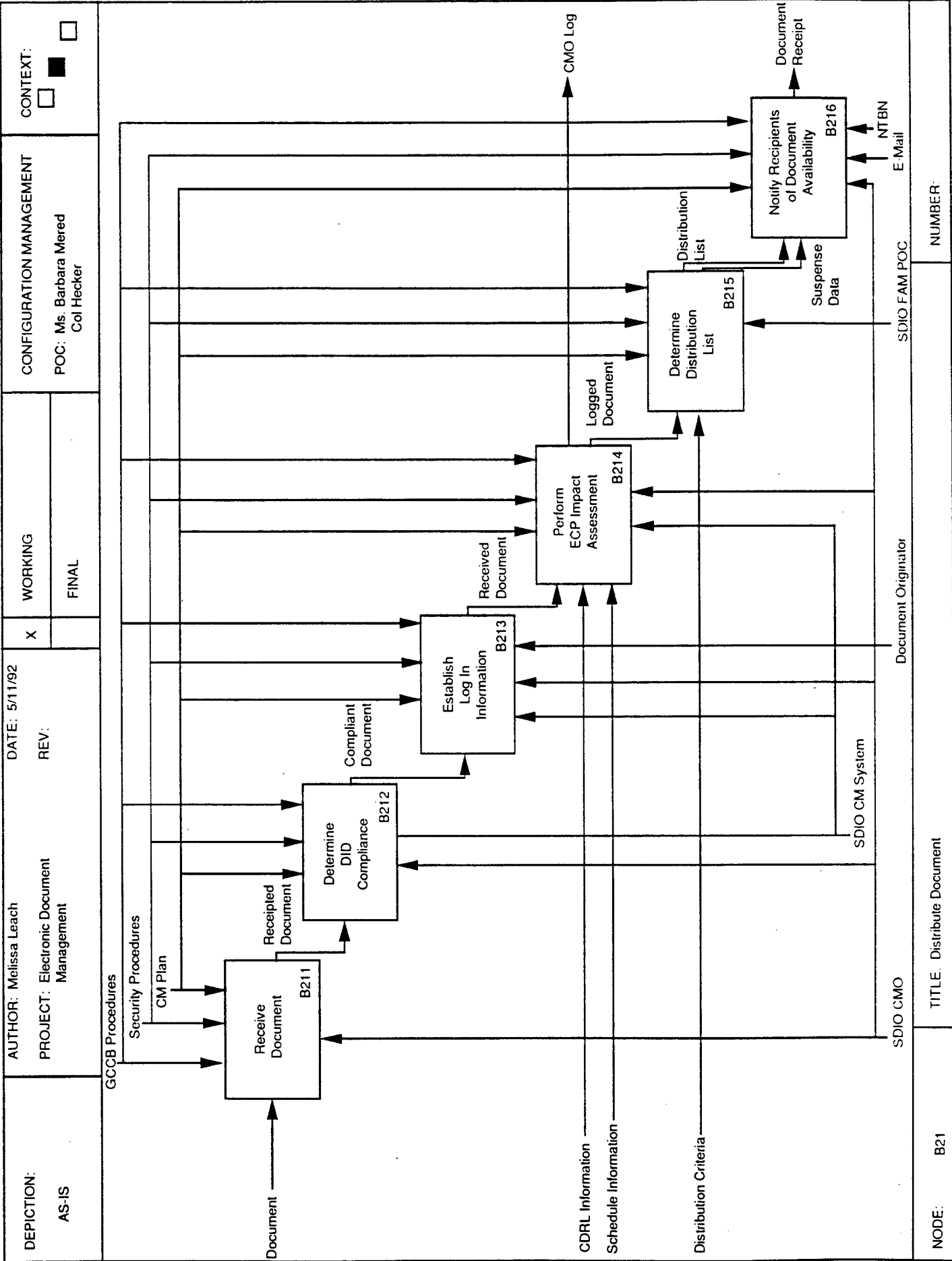
B214 - PERFORM ECP IMPACT ASSESSMENT

This includes gathering CDRL and schedule information necessary to perform ECP impact assessment.

B215 - DETERMINE DISTRIBUTION LIST

This includes obtaining distribution criteria, setting the distribution list, and ensuring that it complies with the established operating procedures.

B216 - NOTIFY RECIPIENTS OF DOCUMENT AVAILABILITY

This includes receipt of the distribution list and providing notification to the appropriate recipients of the document's availability.

GCCB Procedures

Security Procedures

CM Plan

Document

B211 Receive Document

Receipted Document

B212 Determine DID Compliance

Compliant Document

B213 Establish Log In Information

Received Document

B214 Perform ECP Impact Assessment

Logged Document

B215 Determine Distribution List

Distribution List

B216 Notify Recipients of Document Availability

CMO Log

Document Receipt

NTBN

E-Mail

Suspense Data

SDIO FAM POC

Document Originator

SDIO CM System

SDIO CMO

CDRL Information

Schedule Information

Distribution Criteria

B22   -   REVIEW DOCUMENT

B221 -   ACKNOWLEDGE RECEIPT OF DOCUMENT

This includes following the appropriate security procedures to acknowledge the receipt of a particular document.

B222 -   REVIEW DOCUMENT

This includes consideration of the appropriate requirements and specifications to provide a proper review of the document.

B223 -   DEVELOP COMMENTS/ISSUES

This includes receipt of the reviewed document, noting the comments and issues that have arisen during the review, and providing hard copy of those comments and issues.

Security Procedures

Internal Service Guidelines

Data Item Comment Form   GCCB Procedures

Document

Requirements and Specs. Documents

Receipt

Comments

Issues

B221 Acknowledge Receipt of Document

B222 Review Document

B223 Develop Comments/ Issues

Receipted Document

Reviewed Document

Notes

TIC

Reviewer

B23 - TRACK DOCUMENT/COMMENTS

B231 - INITIATE/MAINTAIN TRACKING

This includes observation of established procedures to track the document properly.

B232 - CONSOLIDATE AND PRIORITIZE COMMENTS

This includes taking the document and consolidating and prioritizing the comments that are included with the document.

B233 - DEVELOP RECOMMENDATION PACKAGE

This includes taking the consolidated and prioritized comments and developing a recommendation package.

GCCB Procedures

CM Plan

SDIO Directives and Guidance
Prioritization Scheme

MIL-STD-973

Security Procedures

Configuration Control Index

Recommendation Package

Distribution Information

Comments

Document

B231 Initiate/ Maintain Tracking

Logged Comments

Document Receipt

B232 Consolidate and Prioritize Comments

Prioritization

Consolidated Comments

B233 Develop Recommendation Package

SDIO CM System

SDIO CMO

GE Personnel

SDIO FAM POC

Word Processing

B3 - ESTABLISH AND MAINTAIN GPALS CM LIBRARY

B31 - DEVELOP CCB DOCUMENTATION

This includes usage of briefings and action items to develop Configuration Control Board documentation.

B32 - STORE APPROVED DOCUMENT IN READ-ONLY VERSION

This includes receipt of the configuration managed document and storage of the document in a read-only version.

B33 - UPDATE CM DATA BASE FILE

This includes usage of document data and CCB minutes to update the Configuration Management data base file.

B34 - MAINTAIN ECP PACKAGES

This includes procedures required to maintain ECP packages properly.

MIL-STD-973

Briefings
Action Items

ECP Package

CM Plan

GCCB Procedures

Configuration Managed Document

Develop CCB Documentation — B31

Store Approved Document in Read Only Version — B32

Extracted Data

CCB Minutes

Update CM Data Base File — B33

NTBN

TIC

SDIO CM System

SDIO CMO

GE Personnel

Maintain ECP Packages — B34

Configuration Managed Document
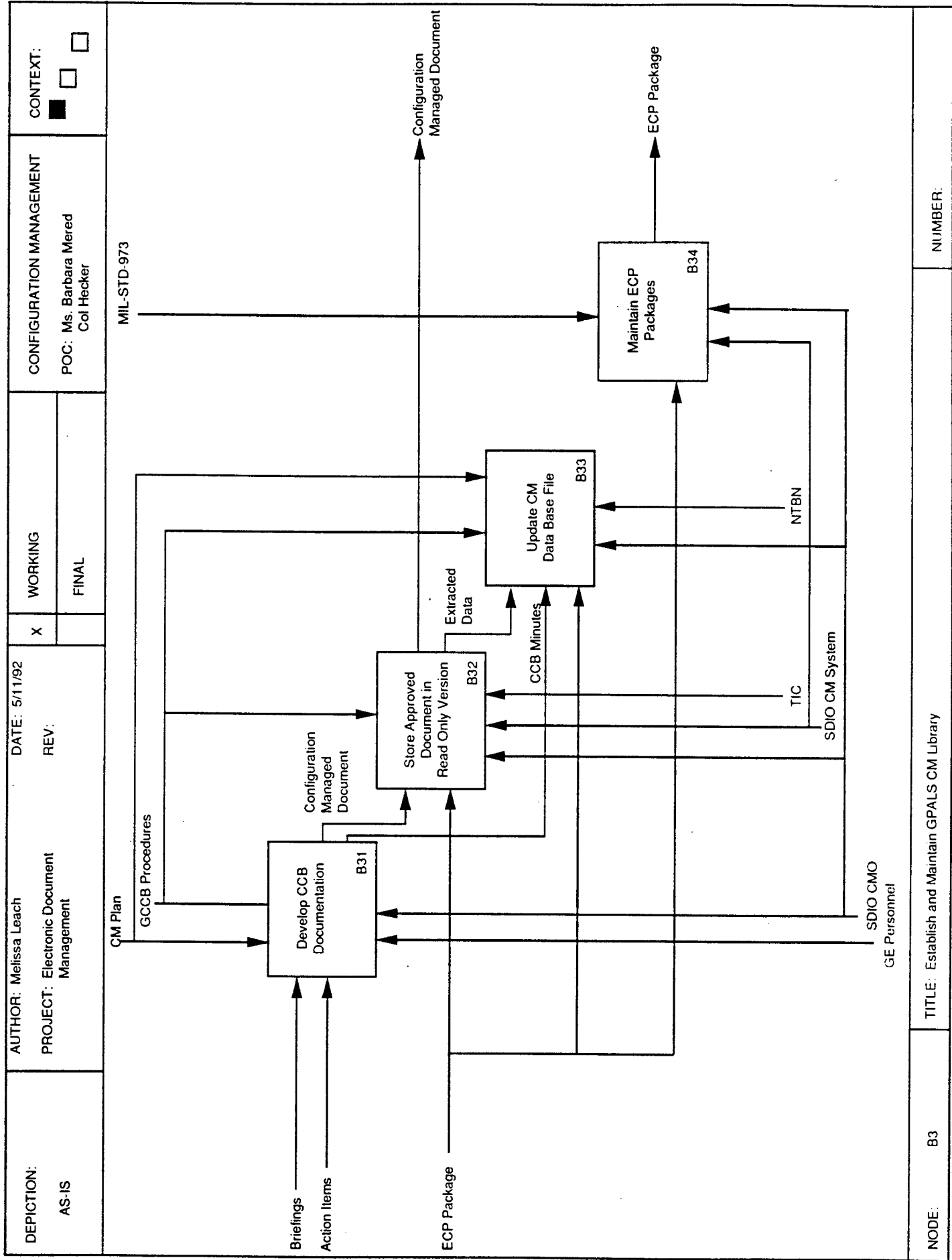
ECP Package

B31 - DEVELOP CCB DOCUMENTATION

B311 - DEVELOP CCB AGENDA

This includes obtaining input from CDRL information and ECP packages to develop the Configuration Control Board agenda.

B312 - DEVELOP CCB MINUTES

This includes usage of the CCB agenda and input from CCB notes to prepare the CCB minutes after a meeting.

B313 - UPDATE DOCUMENT

This includes usage of the results of CCB decisions to update the document.

B315 - VERIFY UPDATE INCORPORATION

This includes reviewing the updated document to verify the information in order to produce the configuration managed document.

MIL-STD-973

GCCB Procedures

CDRL Info
ECP Packages

Approved ECP Packages
CCB Notes

Develop CCB Agenda — B311

CCB Agenda

CM Plan

Implementation Date

Develop CCB Minutes — B312

Approved ECP Pkg.
Baselined Document

Update Document — B313

Updated Document

Verify Update Incorporation — B314

Configuration Managed Document

Document Originator

SDIO CM System

SDIO CMO

GE Personnel
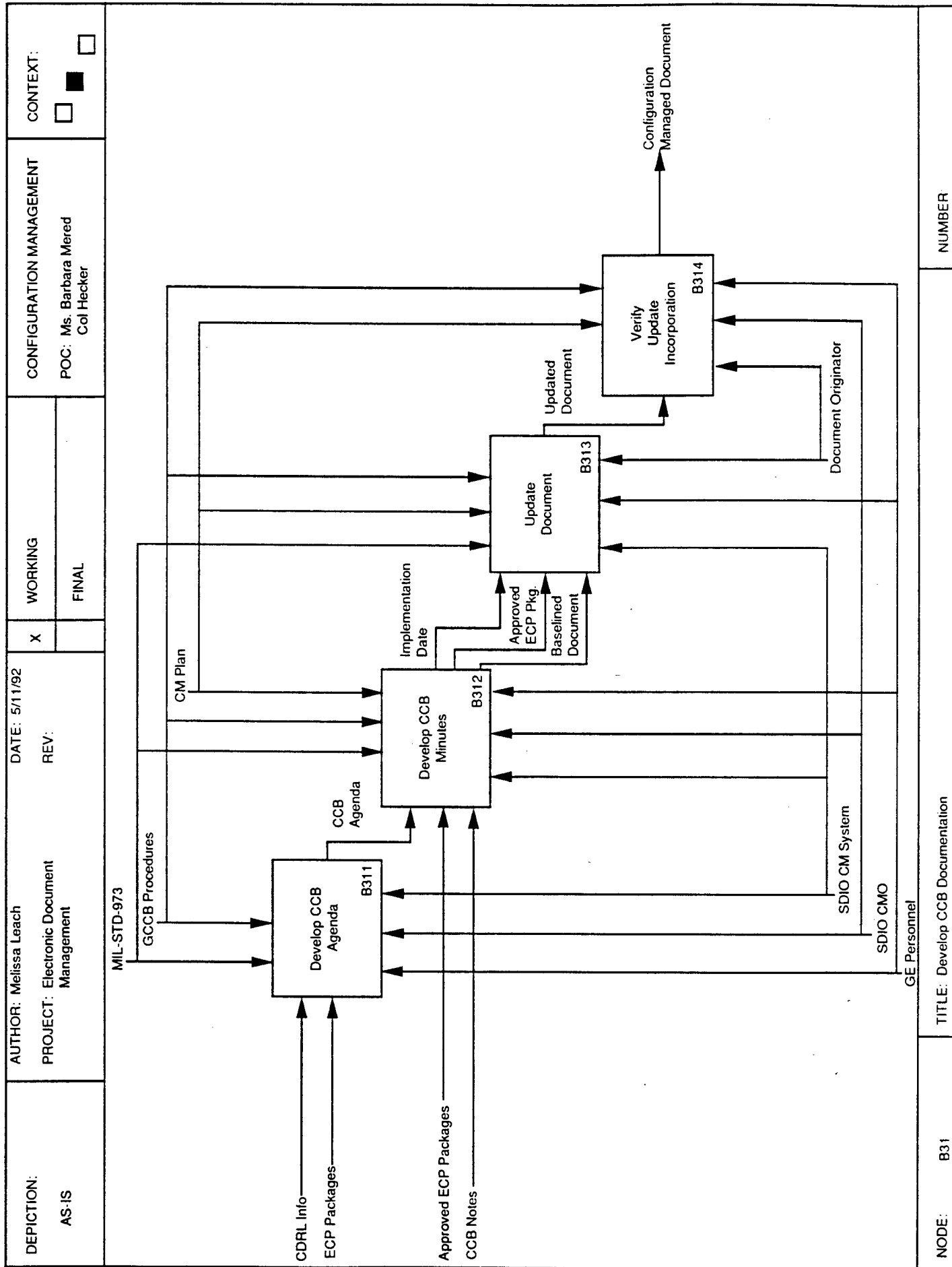
B4 - CREATE/MANAGE CHANGE PACKAGE

B41 - DISTRIBUTE ECP

This includes observation of the document schedule and the appropriate security and GCCB procedures to distribute the Engineering Change Proposal (ECP).

B42 - REVIEW ECP

This includes usage of the appropriate requirements and specifications to review the ECP. Comments and evaluations are attached to the document.

B43 - TRACK ECP COMMENTS/EVALUATION

This includes ensuring that proper procedures for tracking ECP comments and evaluation are followed.

B44 - MAINTAIN STATUS ACCOUNTING

This includes using the login information in order to maintain an accounting recommendation package status.

DEPICTION:	AUTHOR: Melissa Leach	DATE: 5/11/92		WORKING	CONFIGURATION MANAGEMENT	CONTEXT:
AS-IS	PROJECT: Electronic Document Management	REV:	X	FINAL	POC: Ms. Barbara Mered Col Hecker	■ □ □

CM Plan

Security Procedures

GCCB Procedures

Internal Service Guidlines

ECP Evaluation Form

MIL-STD-973

Document Schedule

Document

Log In Information

Requirements and Specs.

Baselined Document

Master Schedule

Distribute ECP — B41

Review ECP — B42

Completed ECP Evaluation Form

Document

Comments

Track ECP Comments/ Evaluation — B43

Maintain Status Accounting — B44

Recommendation Package

Reviewer

TIC

SDIO FAM POC

SDIO CM System

SDIO CMO

SDIO

NTBN

NODE:	B4	TITLE Create/Manage Change Package	NUMBER:

B44 - MAINTAIN STATUS ACCOUNTING

B441 - TRACK STATUS

This includes tracking the status of a recommendation package and developing status files to account for the log in information.

B442 - PROVIDE STATUS REPORT

This includes using the status files to provide status reports on the recommendation package.

Status Reports

Provide
Status Reports

B442

GCCB Procedures

Status Files

Track Status

B441

GE Personnel

SDIO CMO

SDIO CM System

Log In Information

C. Management Operations

       The Management Operations (MO) Directorate includes a number of responsibilities. This analysis focuses on the document management functions. The MO "As Is" Node Tree reflects the document management functions with which MO is concerned.

MANAGEMENT OPERATIONS DOCUMENT MANAGEMENT
NODE TREE (AS-IS ENVIRONMENT)

C0
Management Operations
Perform Document Management Functions

C1
Distribute documents for review and comment

C2
Build Document Review Package

C3
Store finalized documents

C4
Order and store forms and publications

C5
Control and process all incoming and outgoing classified documents

C6
Develop templates, distribute templates, consolidate results, publish
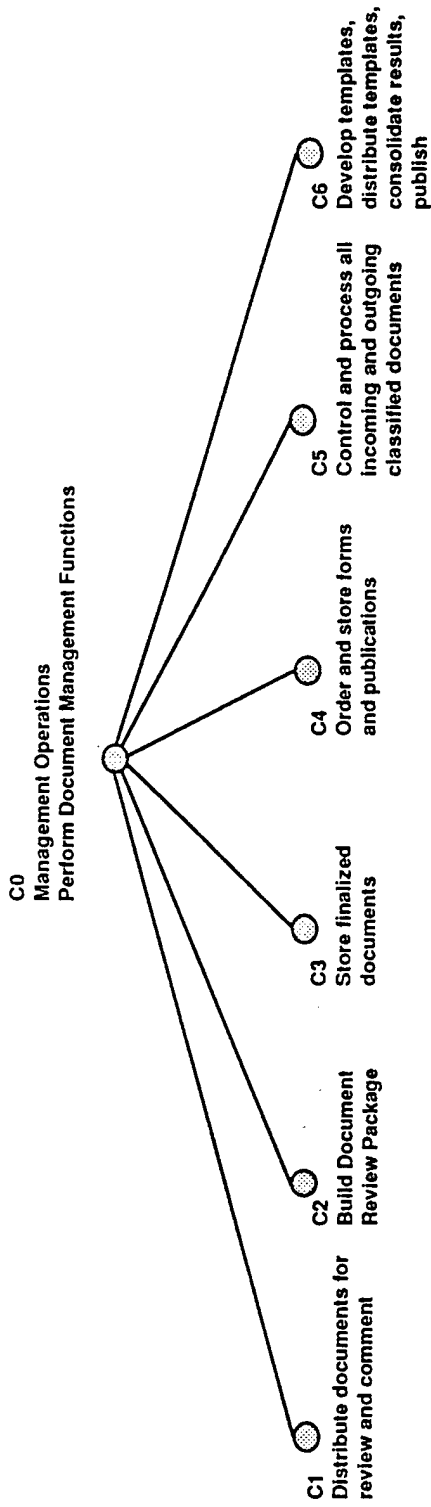
= POTENTIALLY WITHIN PROGRAM SCOPE

IDEF

MANAGEMENT OPERATIONS "AS IS" ACTIVITY MODEL

C0   -   This is the highest level of the Management Operations "As Is" Activity Model. It presents an overall picture of MO's document management activities.

Inputs (left):
- Suspense Dates
- SDIO Policies and Procedures
- Internal Management Opertions Operating Procedures
- SDIO Document Index
- Suspense Dates
- Distribution and Comment Procedures
- DoD and SDIO Security Procedures
- Distribution List

Controls (bottom-left, into box):
- Distribution List
- Draft SDIO Directives, Policies, Procedures, AIS
- Draft DoD, WHS, DSSW Policies, Directives, Procedures
- FOIA Requests
- Reviewed Documents
- DoD Directive
- Finalized Document
- Finalized FOIA Response
- Form Request
- Form Found in SDIO
- Classified Documents Entering/Leaving SDIO
- Request for SDIO Information Not Readily Available

Central box:
Management Operations Perform Document Management Functions

C0

Outputs (right):
- Addressed Document with Comment Form
- Document Review Package
- Document Index
- Official FOIA Response
- Satisfied Form Request
- Logged Document
- Completed Data Collection Effort

Mechanisms (bottom):
- Document Comments Form
- PC Based Application for Classified Document Tracking
- Management Operations Personnel

NODE:	PERSPECTIVE	Management Operations	NUMBER:
C-0			

CO   -   MANAGEMENT OPERATIONS PERFORM DOCUMENT MANAGEMENT
          FUNCTIONS

C1   -   DISTRIBUTE DOCUMENTS FOR REVIEW AND COMMENT

          This includes procedures involved to distribute documents to the relevant entities so that
          they can be reviewed and comments can be received. Comment forms are attached to
          each document to facilitate the review process.

C2   -   BUILD DOCUMENT REVIEW PACKAGE

          This includes packaging the document to send to its owner once the review process is
          complete.

C3   -   STORE FINALIZED DOCUMENTS

          This includes procedures to store the finalized document within the Management
          Operations facility.

C4   -   ORDER AND STORE FORMS AND PUBLICATIONS

          This includes the procedures required to store the forms that track and control classified
          documents entering or leaving the SDIO facility. Once the procedures are followed the
          logged document may leave the SDIO facility for its destination.

C5   -   CONTROL AND PROCESS ALL INCOMING AND OUTGOING CLASSIFIED
          DOCUMENTS

          This includes procedures to ensure that all incoming and outgoing classified documents
          comply with proper controls. Forms are used to document compliance.

C6   -   DEVELOP TEMPLATES. DISTRIBUTE TEMPLATES, CONSOLIDATE
          RESULTS, PUBLISH

          This includes development of the templates that are used to track and control classified
          documents. The templates also are distributed to the proper entities. Results that are
          received are consolidated and published.

DEPICTION:	AUTHOR: Ed Steger	DATE: 5/9/92		WORKING	X	MANAGEMENT OPERATIONS	CONTEXT:
AS-IS	PROJECT: Electronic Document Management	REV:		FINAL		POC: Col Caddell Col Gray Mr. Dan Jensen Ms. Jean Bicher	▪

Distribution and Comment Procedures

SDIO Document Index — Internal Management Opertions Operating Procedures

Distribution List

Supense Dates

Distribution List

DoD and SDIO Security Procedures

Addressed Document with Comment Form

Document Review Package

Document Index

Official FOIA Response

Satisfied Form Request

Logged Document

Completed Data Collection Effort

C1 Distribute Documents for Review and Comment

C2 Build Document Review Package

C3 Store Finalized Documents

C4 Order and Store Forms and Publications

C5 Control and Process all Incoming and Outgoing Classified Documents

C6 Develop Templates, Distribute Templates Consolidate Results, Publish

Draft SDIO Directives, Policies, Procedures, AIS

Draft DoD, WHS, DSSW Policies, Directives, Procedures

FOIA Requests

Reviewed Documents

DoD Directive

Finalized Document

Finalized FOIA Response

Form Request

Form Found in SDIO

Classified Documents Entering/Leaving SDIO

Request for SDIO Information Not Readily Available

PC

PC

PC

Management Operations Personnel

Document Comment Forms

NODE: C0	TITLE Management Operations Perform Document Management Functions	NUMBER

D.   External Affairs

The External Affairs office serves as the principal advisor to the Director and other SDIO personnel on Congressional and public affairs. There are two principal components of this office: Congressional affairs and public affairs. The Congressional affairs component monitors and coordinates all activities that relate to Congress' interaction with SDIO. The public affairs component provides the SDIO interface with the public.

The External Affairs "As Is" Node Tree depicts the overall structure of External Affairs activities. This analysis focuses on the document management functions of the External Affairs office. At a high level other office activities are represented; only the document management activities are decomposed.

EXTERNAL AFFAIRS NODE TREE (AS-IS ENVIRONMENT)

D0
Conduct a coordinated, aggressive public affairs program to support the refocused SDI.

D1
Assist Director in formulating public affairs policies and strategies to support SDI

D2
Monitor and coordinate all Congressional activities related to the SDI program

D21
Monitor bills in Congress relating to the SDI program

D22
Coordinate activities requested by Congress

D23
Organize and store all Congressional testimony, transcripts, and correspondence

D221
Log Congressional activities and distribute to appropriate SDIO personnel for response

D222
Develop comments to Congressional Inquiries, route for approval, and return to External Affairs

D3
Provide Public Affairs Interface between SDIO and outside groups

D31
Monitor media activity related to the SDI program and apprise key personnel of relevant material and events

D32
Coordinate all outside contact with the Press, general public and foreign countries

D33
Organize and store all speeches, conference materials (papers, etc.), video and audio tapes, fact sheets

D321
Log media , public, or foreign country request and distribute to appropriate SDIO personnel for response

D322
Develop comments to inquiries, route for approval, and return to External Affairs

D4
Coordinate clearance of unclassified documents through OASD/ Public Affairs, security and other review channels

● = POTENTIALLY WITHIN PROGRAM SCOPE

IDEF

EXTERNAL AFFAIRS "AS IS" ACTIVITY MODEL

D0   -   This is the highest level of the External Affairs "As Is" Activity Model. An overall picture of the office's activities is presented with a focus on document management functions.

DEPICTION:	AUTHOR: Ed Steger		DATE: 5/4/92		X	WORKING	EXTERNAL AFFAIRS		CONTEXT:
AS-IS	PROJECT: Electronic Document Management		REV:			FINAL	POC: Col Jeff Furbank Major Carol Cenkci Mr. Tom Johnson		TOP

External Affairs Strategic Plan and Standard Operating Procedures

DoD and SDIO Security Directives

Conduct a Coordinated, Aggressive Public Affairs Program to Support the Refocused SDI

D0

Legislate (Commercial Data Base)

News Wire Service (API, UPI)

External Affairs Personnel

Requests from SDIO Director

Congressional Inquiries

Press and Media Inquiries

SDIO personnel request to release internal information

Speech requirements by senior SDIO officials

News articles and media reporting

Congressional activities affecting SDI

SDI conference support

Maintain calendar of Legislative events

Fact Sheets and Issue Papers

Media responses

Briefings

Audio Tapes and Videos of Briefings and News Conferences

Congressional Responses

Congressional Testimony

SDI Material Sent to OASD/Public Affairs for Public Release Approval

Biographies

NODE: D-0   PERSPECTIVE: Public Affairs   NUMBER:

D0   -   CONDUCT A COORDINATED, AGGRESSIVE PUBLIC AFFAIRS PROGRAM TO
          SUPPORT THE REFOCUSED SDI

D1   -   ASSIST DIRECTOR IN FORMULATING PUBLIC AFFAIRS POLICIES AND
          STRATEGIES TO SUPPORT SDI
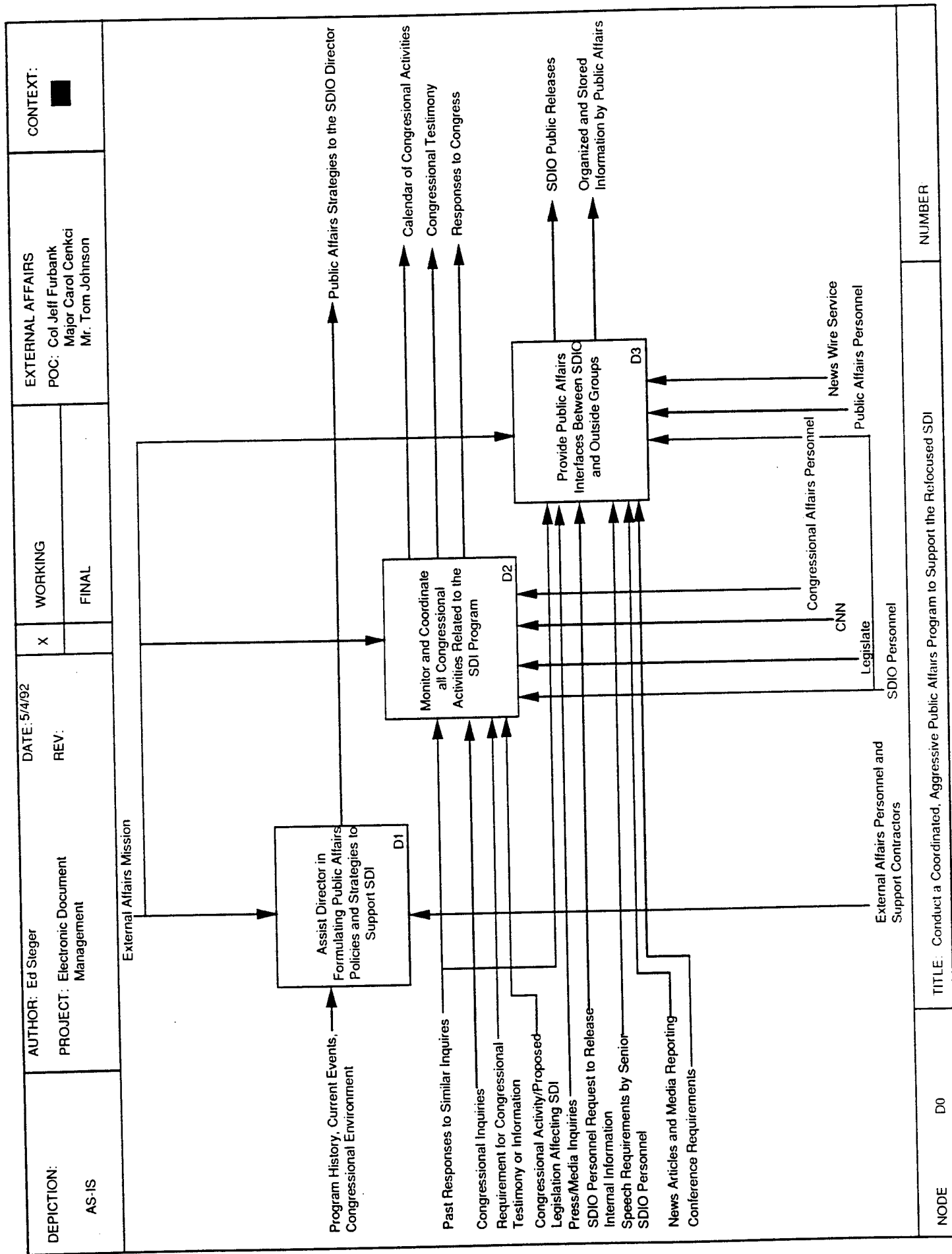
          This includes development of public affairs policy and strategy for presentation to the
          SDIO Director. This will assist in presenting the public with the best possible
          information concerning SDI activities.

D2   -   MONITOR AND COORDINATE ALL CONGRESSIONAL ACTIVITIES RELATED
          TO THE SDI PROGRAM

          This includes monitoring all Congressional debate and action with regard to SDI.
          responding to Congressional correspondence and inquiries, and providing expert
          testimony to Congress when it is required.

D3   -   PROVIDE PUBLIC AFFAIRS INTERFACES BETWEEN SDIO AND OUTSIDE
          GROUPS

          This includes monitoring public debate and concerns about SDI. Fact sheets and issue
          papers for the press and public distribution are prepared. Media briefings are provided.
          A file of SDIO biographies is maintained.

DEPICTION:

AS-IS

AUTHOR: Ed Steger | DATE: 5/4/92 | X | WORKING

PROJECT: Electronic Document Management | REV: | FINAL

EXTERNAL AFFAIRS

POC: Col Jeff Furbank
Major Carol Cenkci
Mr. Tom Johnson

CONTEXT:

External Affairs Mission

Program History, Current Events, Congressional Environment

Public Affairs Strategies to the SDIO Director

Calendar of Congresional Activities

Congressional Testimony

Responses to Congress

SDIO Public Releases

Organized and Stored Information by Public Affairs

D1 — Assist Director in Formulating Public Affairs Policies and Strategies to Support SDI

D2 — Monitor and Coordinate all Congressional Activities Related to the SDI Program

D3 — Provide Public Affairs Interfaces Between SDIO and Outside Groups

Past Responses to Similar Inquires

Congressional Inquiries

Requirement for Congressional Testimony or Information

Congressional Activity/Proposed Legislation Affecting SDI

Press/Media Inquiries

SDIO Personnel Request to Release Internal Information

Speech Requirements by Senior SDIO Personnel

News Articles and Media Reporting

Conference Requirements

External Affairs Personnel and Support Contractors

Congressional Affairs Personnel

CNN

Legislate

SDIO Personnel

News Wire Service

Public Affairs Personnel

D2 - MONITOR AND COORDINATE ALL CONGRESSIONAL ACTIVITIES RELATED TO THE SDI PROGRAM

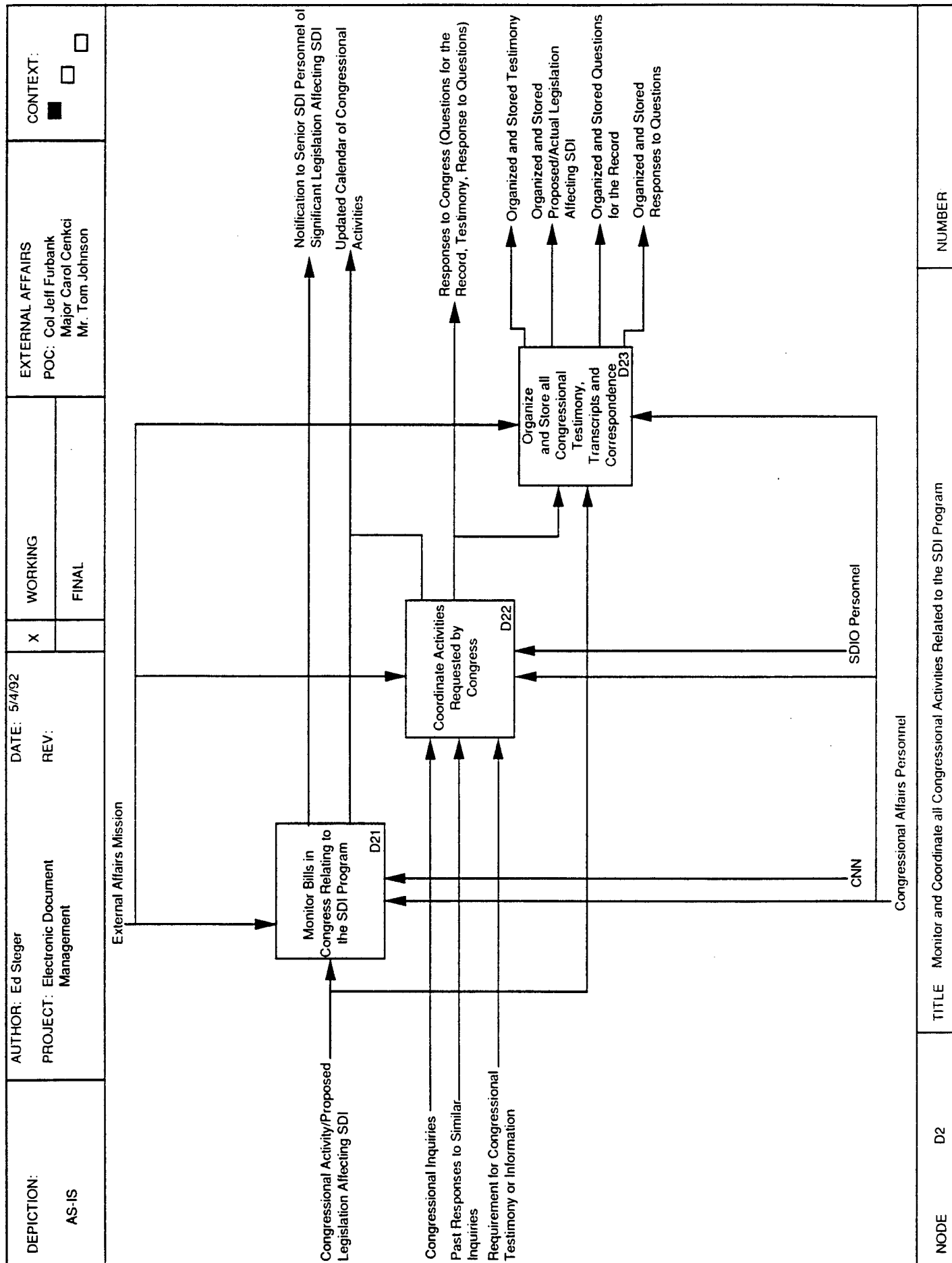D21 - MONITOR BILLS IN CONGRESS RELATING TO THE SDI PROGRAM

This includes monitoring all bills in Congress or pending in Congress to determine their impact on SDIO. Senior SDI Personnel are notified of pending legislation. A Calendar of Congressional events is maintained.

D22 - COORDINATE ACTIVITIES REQUESTED BY CONGRESS

This includes preparation of responses to Congressional questions on matters relating to SDI. When official testimony is required for Congressional hearings, this material is prepared and assembled.

D23 - ORGANIZE AND STORE ALL CONGRESSIONAL TESTIMONY, TRANSCRIPTS, AND CORRESPONDENCE

This includes organizing, storing, and maintaining all documents that pertain to Congressional interaction with SDIO. This includes testimony, pertinent legislation. Congressional questions and SDIO responses to those questions.

DEPICTION: AS-IS

AUTHOR: Ed Steger
PROJECT: Electronic Document Management

DATE: 5/4/92
REV:

X | WORKING
| FINAL

EXTERNAL AFFAIRS

POC: Col Jeff Furbank
Major Carol Cenkci
Mr. Tom Johnson

CONTEXT:

External Affairs Mission

Congressional Activity/Proposed Legislation Affecting SDI

D21 Monitor Bills in Congress Relating to the SDI Program

D22 Coordinate Activities Requested by Congress

D23 Organize and Store all Congressional Testimony, Transcripts and Correspondence

Congressional Inquiries

Past Responses to Similar Inquiries

Requirement for Congressional Testimony or Information

CNN

SDIO Personnel

Congressional Affairs Personnel

Notification to Senior SDI Personnel of Significant Legislation Affecting SDI

Updated Calendar of Congressional Activities

Responses to Congress (Questions for the Record, Testimony, Response to Questions)

Organized and Stored Testimony

Organized and Stored Proposed/Actual Legislation Affecting SDI

Organized and Stored Questions for the Record

Organized and Stored Responses to Questions

NODE | D2 | TITLE Monitor and Coordinate all Congressional Activities Related to the SDI Program | NUMBER

D3   -   PROVIDE PUBLIC AFFAIRS INTERFACES BETWEEN SDIO AND OUTSIDE GROUPS

D31   -   MONITOR MEDIA ACTIVITIES RELATED TO THE SDI PROGRAM AND APPRISE KEY PERSONNEL OF RELEVANT MATERIAL AND EVENTS
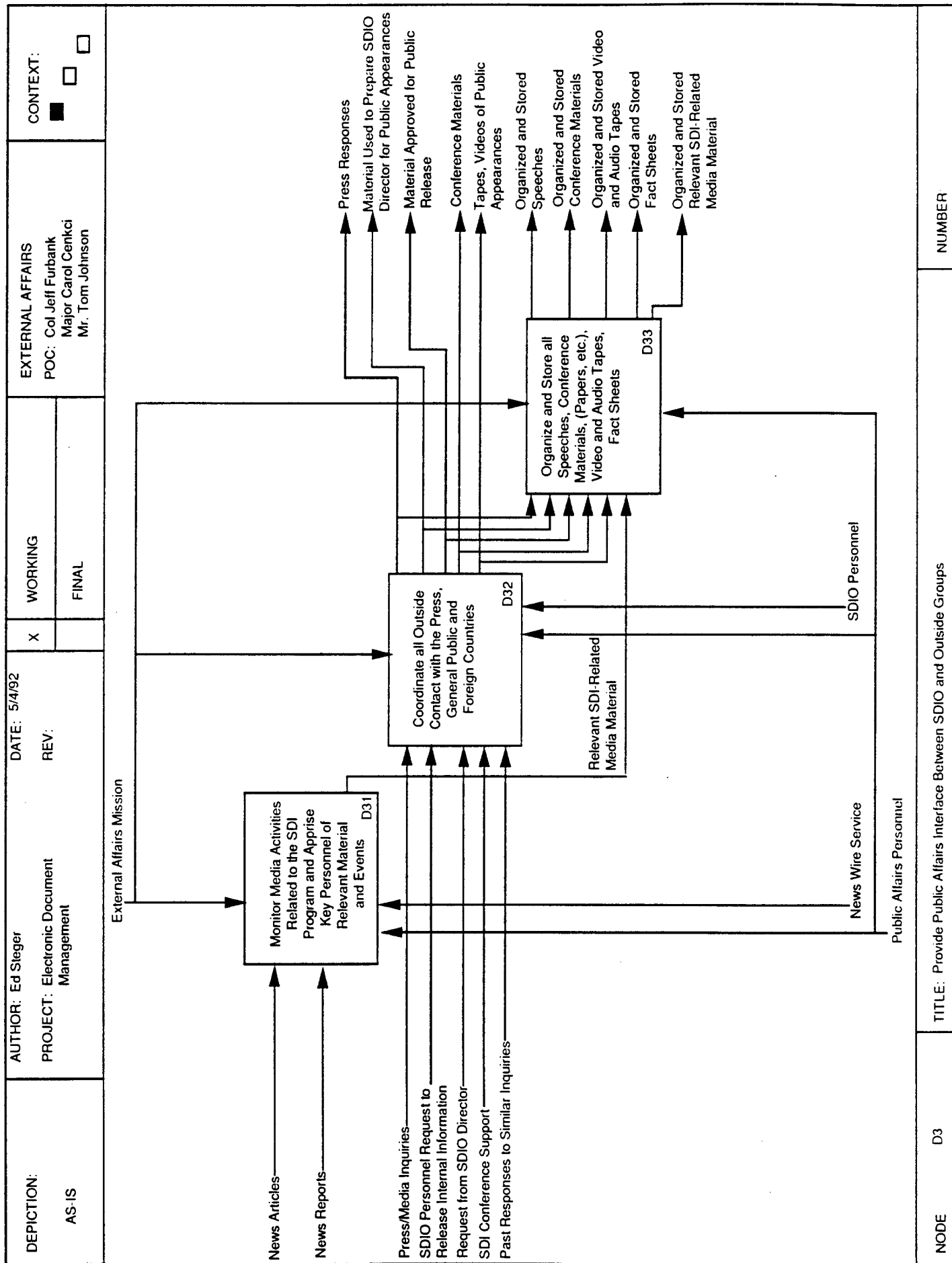
This includes monitoring of news articles and reports related to the SDI program. Relevant SDI-related material can become the basis for SDIO news releases.

D32   -   COORDINATE ALL OUTSIDE CONTACT WITH THE PRESS, GENERAL PUBLIC, AND FOREIGN COUNTRIES

This includes consideration of media inquiries, SDIO personnel requests to release information, and requests from the SDIO Director. Internal SDIO approval for release is obtained. This includes approval from the Security office. Then press releases and responses to inquiries may be released. Materials for SDI conferences and SDI related tapes may be released.

D33   -   ORGANIZE AND STORE ALL SPEECHES, CONFERENCE MATERIALS, VIDEO AND AUDIO TAPES, FACT SHEETS

This includes organization of all relevant SDI-related media materials that have been or may be released to the public and storing them for future reference.

DEPICTION:	AUTHOR: Ed Steger	DATE: 5/4/92			EXTERNAL AFFAIRS	CONTEXT:
	PROJECT: Electronic Document Management	REV:	X	WORKING	POC: Col Jeff Furbank	■ □
AS-IS				FINAL	Major Carol Cenkci	□ □
					Mr. Tom Johnson	

External Affairs Mission

News Articles

News Reports

Press/Media Inquiries

SDIO Personnel Request to Release Internal Information

Request from SDIO Director

SDI Conference Support

Past Responses to Similar Inquiries

Monitor Media Activities Related to the SDI Program and Apprise Key Personnel of Relevant Material and Events D31

Coordinate all Outside Contact with the Press, General Public and Foreign Countries D32

Organize and Store all Speeches, Conference Materials, (Papers, etc.), Video and Audio Tapes, Fact Sheets D33

News Wire Service

Public Affairs Personnel

Relevant SDI-Related Media Material

SDIO Personnel

Press Responses

Material Used to Prepare SDIO Director for Public Appearances

Material Approved for Public Release

Conference Materials

Tapes, Videos of Public Appearances

Organized and Stored Speeches

Organized and Stored Conference Materials

Organized and Stored Video and Audio Tapes

Organized and Stored Fact Sheets

Organized and Stored Relevant SDI-Related Media Material

NODE	D3	TITLE: Provide Public Affairs Interface Between SDIO and Outside Groups	NUMBER

D22 - COORDINATE ACTIVITIES REQUESTED BY CONGRESS

D221 - LOG CONGRESSIONAL ACTIVITIES AND DISTRIBUTE TO APPROPRIATE SDI PERSONNEL FOR RESPONSE

This includes maintaining a log of all SDI-related Congressional requests. Requests are routed to appropriate SDI personnel so that proper response can be made.

D222 - DEVELOP COMMENTS TO CONGRESSIONAL INQUIRIES, ROUTE FOR APPROVAL, AND RETURN TO EXTERNAL AFFAIRS

This includes reviewing previous responses to Congressional inquiries and developing the current comments so that consistency is maintained. Responses are routed for approval and sent to the appropriate Congressional office. If testimony before Congressional committees is required, this is arranged.

DEPICTION:

AUTHOR: Ed Steger   DATE: 5/4/92

| | WORKING | | EXTERNAL AFFAIRS | CONTEXT: |

AS-IS

PROJECT: Electronic Document
Management

REV:

| X | WORKING |
| | FINAL |

POC: Col Jeff Furbank
     Major Carol Cenkci
     Mr. Tom Johnson

□ ■
□

Congressional Inquiries

Requirements for Congressional
Testimony

External Affairs Mission

Past Responses to Similar
Inquiries

D221
Log Congressional
Activities and Distribute
to Appropriate SDIO
Personnel for Response

Route Request

D222
Develop Comments to
Congressional Inquiries, Route
for Approval, and Return to
External Affairs

Approved Response to
Congressional Inquiries

Congressional Testimony

SDIO Personnel

Legislative Affairs Personnel

D32 - COORDINATE ALL OUTSIDE CONTACT WITH THE PRESS, GENERAL PUBLIC, AND FOREIGN COUNTRIES AND GAIN INTERNAL SDIO APPROVALS

D321 - LOG MEDIA, PUBLIC, OR FOREIGN COUNTRY REQUEST AND DISTRIBUTE TO APPROPRIATE SDIO PERSONNEL FOR RESPONSE

This includes maintaining a log of all incoming requests for release of SDI-related information to the media, the public, or to a foreign entity. The requests are routed to the appropriate SDIO personnel for consideration and approval.

D322 - DEVELOP COMMENTS TO INQUIRIES, ROUTE FOR APPROVAL, AND RETURN TO EXTERNAL AFFAIRS

This includes reviewing previous responses to media and public inquiries and developing current comments so that consistency is maintained. Responses are routed for approval and released to the media or other requestor. If a public speech is required, this is arranged.

DEPICTION:	AUTHOR: Ed Steger		DATE: 5/4/92		EXTERNAL AFFAIRS	CONTEXT:
	PROJECT: Electronic Document Management		REV:		POC: Col Jeff Furbank	☐ ☐
AS-IS		X	WORKING		Major Carol Cenkci	■
			FINAL		Mr. Tom Johnson	☐

Press/Media Inquiries

SDIO Personnel Request to Release Internal Information

Request from SDIO Director

Request for Conference Support

D321
Log Media, Public, or Foreign Country Request and Distribute to Appropriate SDIO Personnel for Response

Route Request

Past Responses to Similar Inquiries

D322
Develop Comments to Inquiries, Route for Approval, and Return to External Affairs

Press Responses

Material Used to Prepare SDIO Director for Public Appearances

Material Approved for Public Release

Conference Materials

Tapes, Videos of Public Appearances

SDIO Personnel

Public Affairs Personnel

NODE	D32	TITLE	Coordinate all Outside Contact with the Press., General Public and Foreign Countries	NUMBER:

E.   Security

The Security element of the Security, Intelligence, and Countermeasures Directorate has major document management requirements. Its principal activity is to develop security policies for the protection of SDI information, programs, personnel, facilities, and systems. The Security Office also provides management and oversight of all classification management and information security. Within this mission is the responsibility for SDI Security Classification Guides.

The Security, Intelligence, and Countermeasures "As Is" Node Tree shows the overall structure of the Directorate. The Security Office document management functions are decomposed in some detail. Since no activity model was generated for E2, Perform Intelligence and Countermeasures Activities, the EO activity model was not generated.

SECURITY, INTELLIGENCE AND COUNTERMEASURES
NODE TREE (AS-IS ENVIRONMENT)

E0
Support the SDIO through development of
security, intelligence, and countermeasures
requirements related to military threat to the
United States and its allies

E1
Develop security policies and perform administrative
functions for the protection of SDI Information,
programs, personnel, facilities, and systems

E2
Perform Intelligence
and Countermeasures
Activities

E21
Coordinate
intelligence
activities
intra-SDIO and
inter-SDIO and
other agencies

E22
Develop the
annual STAR
Report

E23
Maintain an
intelligence and
threat library

E11
Develop security
guidelines

E12
Perform ongoing security
operations

E111
Develop/
maintain
SDIO
security
policy

E112
Develop/maintain
administrative
Instructions

E113
Interpret
policy

E114
Develop/maintain
classification
guides

E121
Coordinate
security activities
intra-SDIO and
Inter-SDIO and
other agencies

E122
Maintain
locator data
base

E123
Process visit
letters

E124
Maintain
access
control

E125
Review/approve
document
classification

* = ACTIVITY MODEL FOR THIS NODE HAS NOT BEEN DEVELOPED   ⬤ = POTENTIALLY WITHIN PROGRAM SCOPE

IDEF

SECURITY, INTELLIGENCE, AND COUNTERMEASURES "AS IS" ACTIVITY MODEL

E0 - This is the highest level of the Security, Intelligence, and Countermeasures Activity Model. An overall picture of the Directorate's activities is described. These revolve around the mission to support the SDIO through development of security, intelligence, and countermeasures requirements related to military threat to the United States and its allies.

E0 - SUPPORT THE SDIO THROUGH DEVELOPMENT OF SECURITY, INTELLIGENCE, AND COUNTERMEASURES REQUIREMENTS RELATED TO MILITARY THREAT TO THE UNITED STATES AND ITS ALLIES

E1 - DEVELOP SECURITY POLICIES AND PERFORM ADMINISTRATIVE FUNCTIONS FOR THE PROTECTION, PROGRAMS, PERSONNEL, FACILITIES, AND SYSTEMS

This includes an evaluation of existing security policy and procedures as they apply to SDI-related research and technology. This knowledge is used to develop Security Classification Guides, Administrative Instructions, and other security-related documents.

E2 - PERFORM INTELLIGENCE AND COUNTERMEASURES ACTIVITIES

These activities are not developed for this analysis.

DEPICTION:	AUTHOR:	Nicholas Petruzzi	DATE: 5/8/92		WORKING	SECURITY	CONTEXT:
AS-IS	PROJECT:	Electronic Document Management	REV:	X		POC: LtCol Peavey	■
					FINAL	Mr. Brushwood	

DOD Security Guidelines

OSD Policy Guidelines

SDI Mission

Standard Operating Procedures

Published SDIO Security Policy

SDIO Administrative Instructions

Interpretation Response

Exception Approval/Disapproval

Program Security Classification Guides

SDIO Classification Guides

Develop Security Policies and Perform Administrative Functions for the Protection of SDI Information, Programs, Personnel, Facilities, and Systems

E1

Perceived Threat

Existing Security Policies

Policy Makers Input

SDIO Environment

Interpretation Requests

Exception Requests

Technology Classification

Security Classification Guides

Program Elements

SIS Personnel

WordPerfect

NODE: E0	PERSPECTIVE: Security, Intelligence and Countermeasures Directorate	NUMBER:

E1 - DEVELOP SECURITY POLICIES AND PERFORM ADMINISTRATIVE FUNCTIONS FOR THE PROTECTION, PROGRAMS, PERSONNEL, FACILITIES, AND SYSTEMS

E11 - DEVELOP SECURITY GUIDELINES

This includes the procedures to develop Security Classification Guides, Administrative Instructions, and other SDI-related security documents. Exceptions to security policy and procedure are considered and approved or disapproved.

E12 - PERFORM ONGOING SECURITY OPERATIONS

This includes the administrative procedures to maintain the Security Office's functions, as well as the review and approval of document classifications.

Perceived Threat
Existing Security Policies
Policy Makers Input
SDIO Environment
Interpretation Requests
Exception Requests
Technology Classification
Umbrella Classification Guides
Program Elements
EA SCGs

OSD Policy Guidelines
SDI Mission
Standard Operating Procedures

SDIO Security Classification Guide(s)
Umbrella Classification Guide(s)

Published SDIO Security Policy
SDIO Administrative Instructions
Interpretation Response
Exception Approval/Disapproval
Program Security Classification Guides
SDIO Classification Guides
Umbrella Classification Guides

Approved Documents
Reviewed Document with Comment

E11 Develop Security Guidelines

E12 Perform Ongoing Security Operations

Document for Review

SIS Personnel

WordPerfect

E11 - DEVELOP SECURITY GUIDELINES

E111 - DEVELOP/MAINTAIN SDIO SECURITY POLICY

This includes understanding existing policy and decisions by policy-makers, applying OSD policy guidelines, and developing and publishing SDIO security policy.

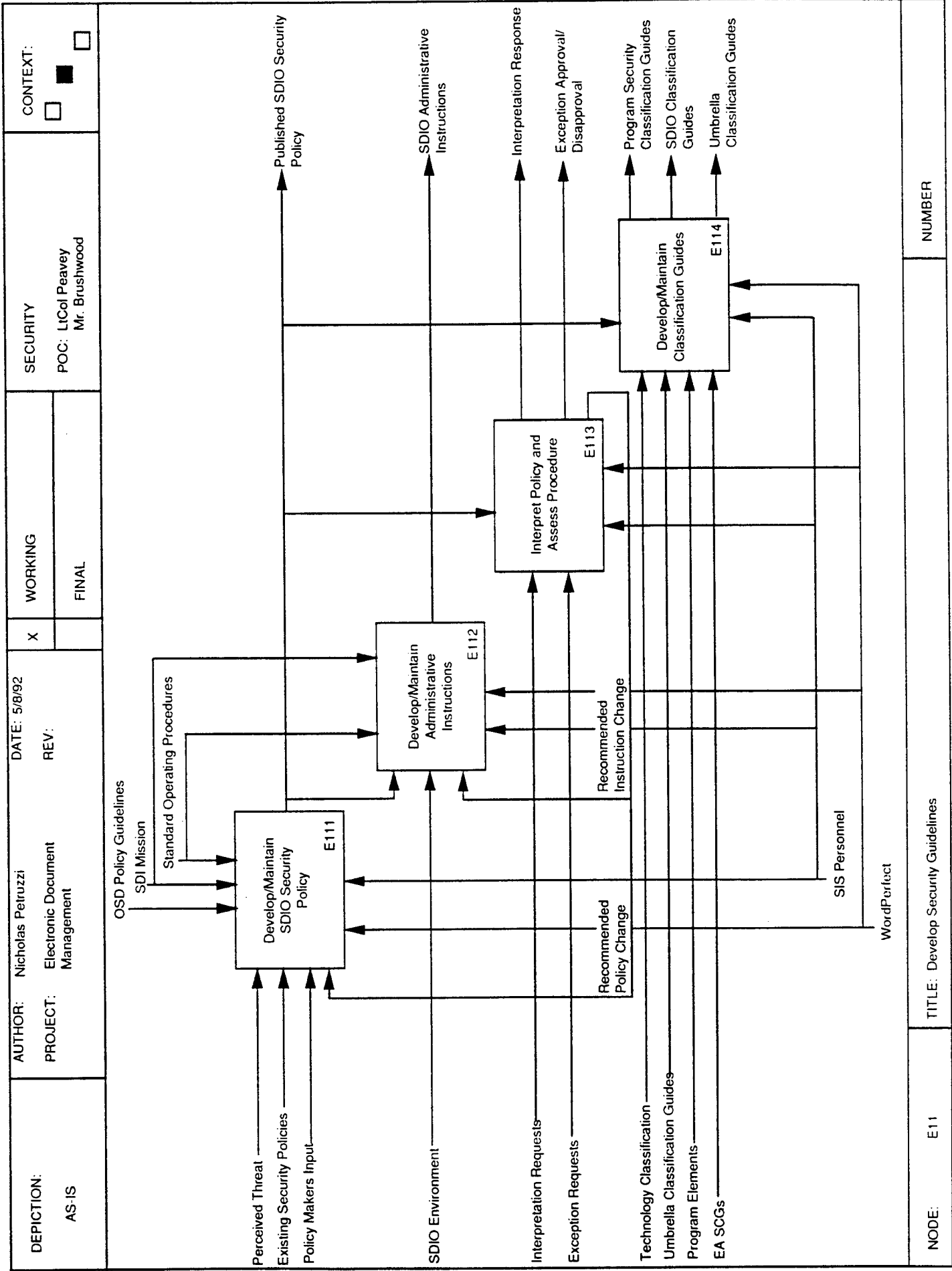E112 - DEVELOP/MAINTAIN ADMINISTRATIVE INSTRUCTIONS

This includes the processes involved in developing, maintaining, and producing SDIO administrative instructions as they pertain to SDIO security matters.

E113 - INTERPRET POLICY AND ASSESS PROCEDURE

This includes the receipt of security policy interpretation requests and security policy exception requests. Each is considered in the light of the request's circumstances and the national interest. Interpretations are provided and exception requests are approved or denied.

E114 - DEVELOP/MAINTAIN CLASSIFICATION GUIDES

This includes responding to the Program Management Agreement's requirement for a Security Classification Guide (SCG). The umbrella SDIO SCG, related technology classification guidelines, and previous practice for similar projects are considered. The Program Manager is responsible for producing the SCG applicable to the project described in the PMA. The umbrella SDIO SCG is also maintained and modified as circumstances require this action.

DEPICTION:
AS-IS

AUTHOR:	Nicholas Petruzzi		DATE: 5/8/92		WORKING		SECURITY
PROJECT:	Electronic Document Management		REV:	X	FINAL		POC: LtCol Peavey Mr. Brushwood

CONTEXT: ☐ ■ ☐

Boxes:
- Develop/Maintain SDIO Security Policy — E111
- Develop/Maintain Administrative Instructions — E112
- Interpret Policy and Assess Procedure — E113
- Develop/Maintain Classification Guides — E114

Inputs (left):
- Perceived Threat
- Existing Security Policies
- Policy Makers Input
- SDIO Environment
- Interpretation Requests
- Exception Requests
- Technology Classification
- Umbrella Classification Guides
- Program Elements
- EA SCGs

Controls (top):
- OSD Policy Guidelines
- SDI Mission
- Standard Operating Procedures

Outputs (right/top):
- Published SDIO Security Policy
- SDIO Administrative Instructions
- Interpretation Response
- Exception Approval/ Disapproval
- Program Security Classification Guides
- SDIO Classification Guides
- Umbrella Classification Guides

Internal labels:
- Recommended Policy Change
- Recommended Instruction Change
- SIS Personnel
- WordPerfect

NODE: E11 | TITLE: Develop Security Guidelines | NUMBER:

E12 - PERFORM ONGOING SECURITY OPERATIONS

E121 - COORDINATE SECURITY ACTIVITIES INTRA-SDIO AND INTER-SDIO AND OTHER AGENCIES

This activity is not developed for this model.

E122 - MAINTAIN LOCATOR DATA BASE

This activity is not developed for this model.

E123 - PROCESS VISIT LETTERS

This activity is not developed for this model.

E124 - MAINTAIN ACCESS CONTROL

This activity is not developed for this model.

E125 - REVIEW/APPROVE DOCUMENT CLASSIFICATION

This includes obtaining a completed document, submitting it to the review process, receiving comments, and issuing approval of the document's classification.

SDIO Security Classification Guide(s)

Standard Operating Procedures

Umbrella Classification Guide(s)

Approved Documents

Reviewed Document with Comment

Review and Approve Document Classification

E125
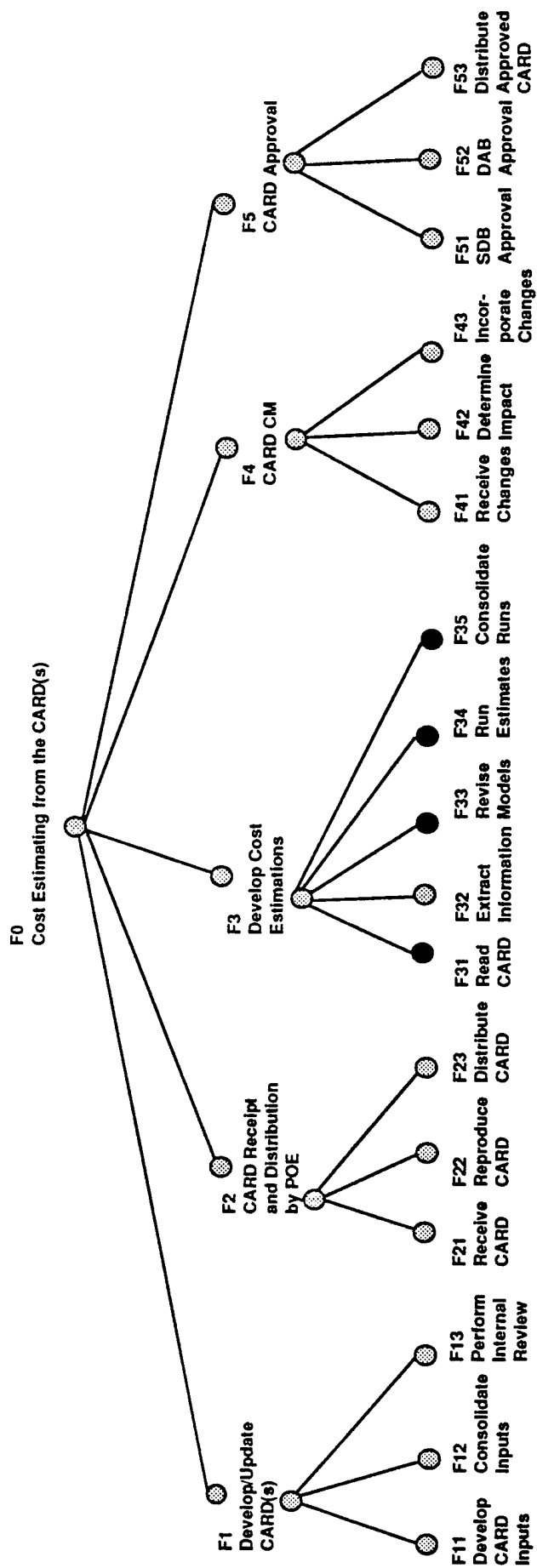
SIS Personnel

Document for Review

F.   Cost Estimation Using the Cost Analysis Requirement Documents (CARDs)

The Cost Estimating and Analysis Division (POE) of Program Operations is responsible for directing the development of cost estimates based on the Cost Analysis Requirement Document(s) (CARD(s)) and for overseeing the overall process. The element program managers and the appropriate Services are responsible for developing one or more CARDs for each program element. CARDs are prepared for all the baselined Phase 1 elements, conceptual elements, and Phase 1 follow-on elements.

The CARDs "As Is" Node Tree depicts the overall activities followed to develop and maintain the CARD(s).

A request for a CARD starts the CARD development process and may be caused by a scheduled SDB or DAB. A lock-in date is determined and all requested CARDs must be as of the predetermined date.

CARD(S) NODE TREE (AS-IS ENVIRONMENT)

F0
Cost Estimating from the CARD(s)

F1
Develop/Update
CARD(s)

F11
Develop
CARD
Inputs

F12
Consolidate
Inputs

F13 Perform
Internal
Review

F2
CARD Receipt
and Distribution
by POE

F21
Receive
CARD

F22
Reproduce
CARD

F23
Distribute
CARD

F3
Develop Cost
Estimations

F31
Read
CARD

F32
Extract
Information

F33
Revise
Models

F34
Run
Estimates

F35
Consolidate
Runs

F4
CARD CM

F41
Receive
Changes

F42
Determine
Impact

F43
Incor-
porate
Changes

F5
CARD Approval

F51
SDB
Approval

F52
DAB
Approval

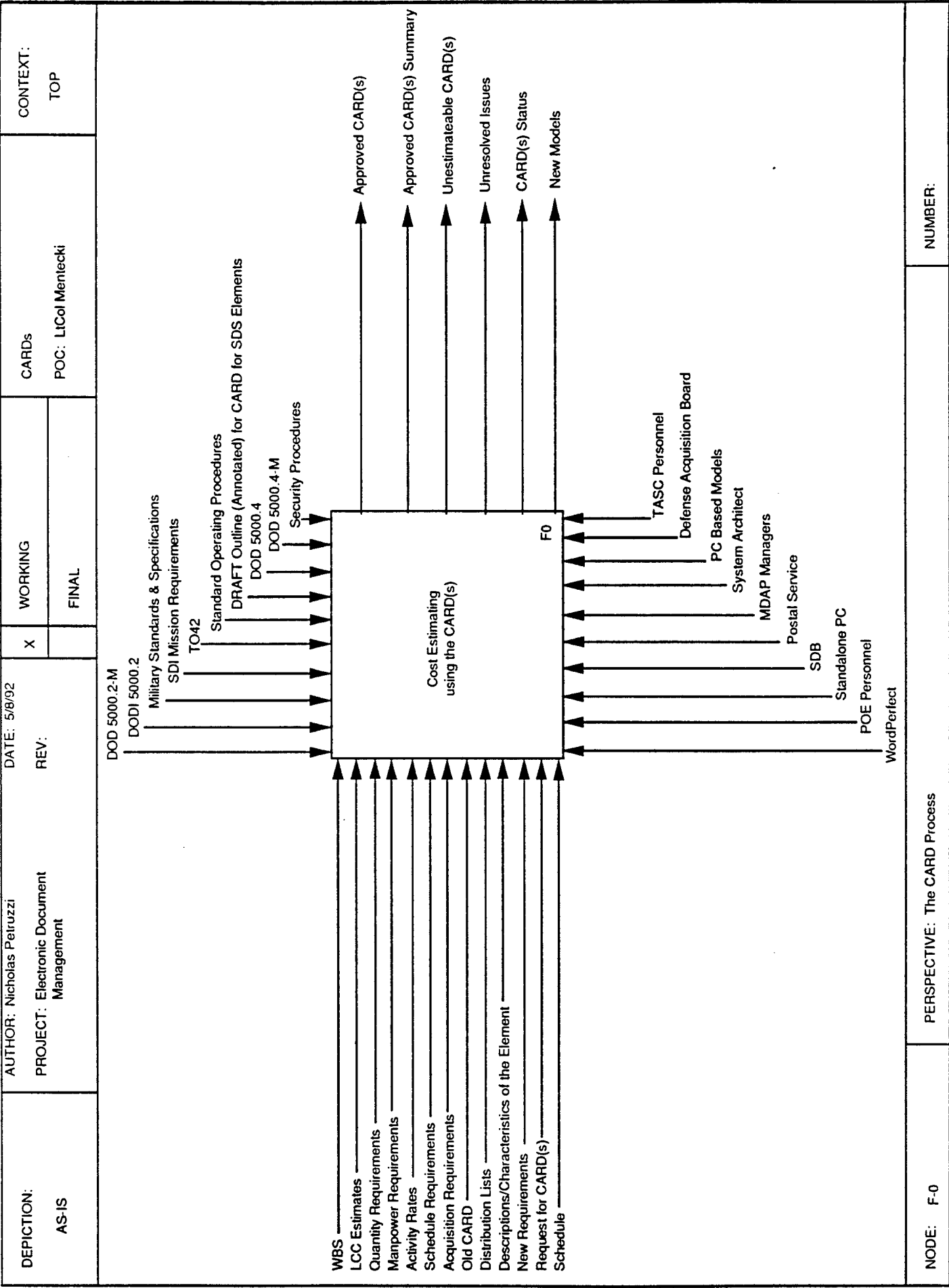**F53**
Distribute
Approved
CARD

● = OUTSIDE OF PROGRAM SCOPE
◉ = POTENTIALLY WITHIN PROGRAM SCOPE

IDEF

COST ESTIMATION USING THE CARD "AS IS" ACTIVITY MODEL

F0   -   This is the highest level of the Cost Estimating from the CARD Activity Model. An overall picture of the activities is described.

DOD 5000.2-M
DODI 5000.2
Military Standards & Specifications
SDI Mission Requirements
TO42
Standard Operating Procedures
DRAFT Outline (Annotated) for CARD for SDS Elements
DOD 5000.4
DOD 5000.4-M
Security Procedures

Cost Estimating
using the CARD(s)

F0

Approved CARD(s)
Approved CARD(s) Summary
Unestimateable CARD(s)
Unresolved Issues
CARD(s) Status
New Models

TASC Personnel
Defense Acquisition Board
PC Based Models
System Architect
MDAP Managers
Postal Service
SDB
Standalone PC
POE Personnel
WordPerfect

WBS
LCC Estimates
Quantity Requirements
Manpower Requirements
Activity Rates
Schedule Requirements
Acquisition Requirements
Old CARD
Distribution Lists
Descriptions/Characteristics of the Element
New Requirements
Request for CARD(s)
Schedule

F0 - CARD ESTIMATION USING THE CARD

F1 - CARD DEVELOPMENT/UPDATE

CARDs are developed to facilitate the identification of operational and performance parameters and technical issues that could have a significant cost impact on the SDS element and should be addressed in detail by cost analysts. The information provided in the CARD should be limited to the data necessary for cost estimation.

F2 - CARD RECEIPT AND DISTRIBUTION

The CARDs are delivered to SDIO/POE for reproduction and pre-determined distribution.
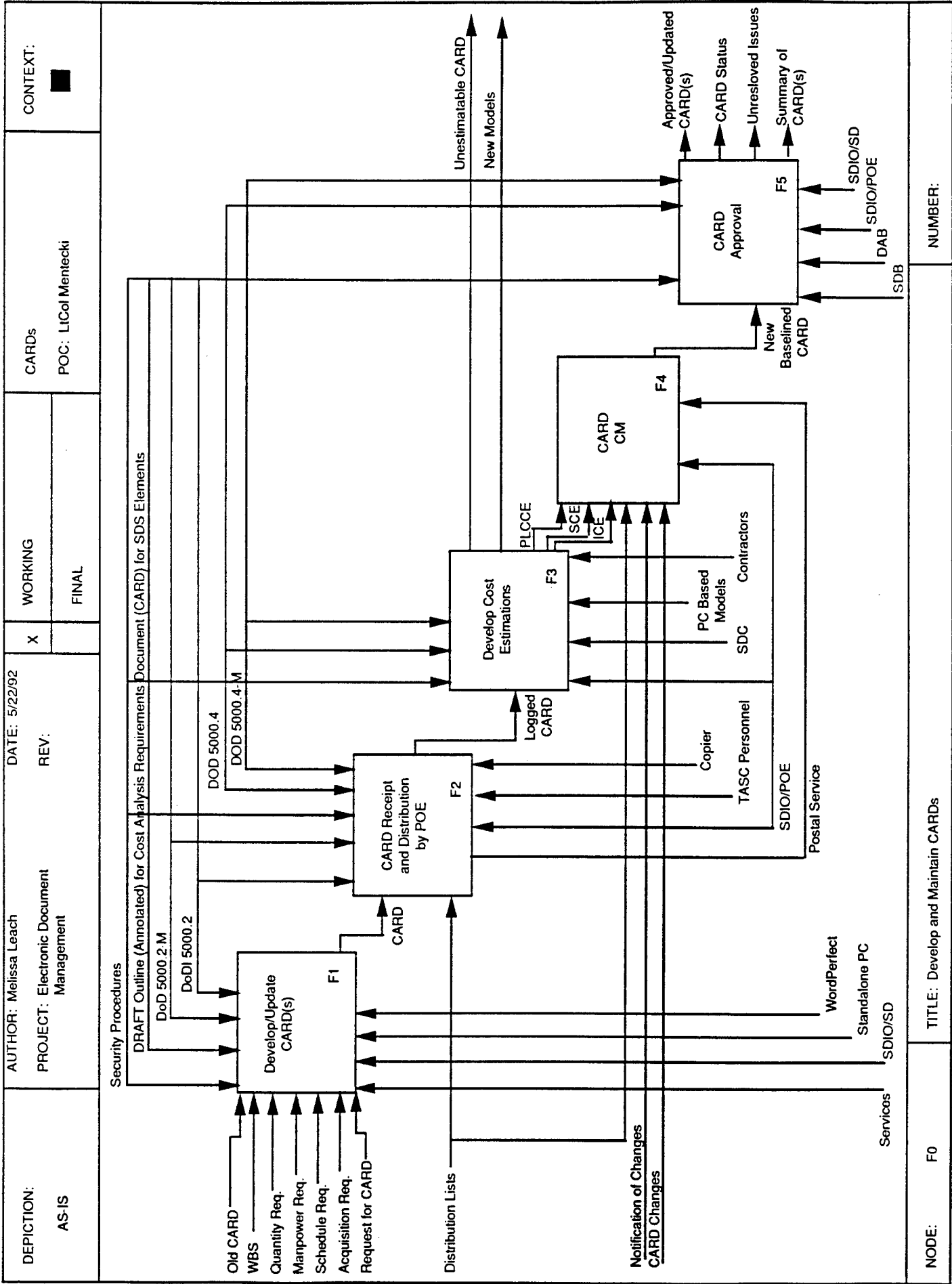
F3 - DEVELOP COST ESTIMATES

The CARD is used as input in developing three cost estimates using computer models. CARDs that are in their infancy may be deemed unestimatable. The information from the cost estimates may produce issues.

F4 - CARD CONFIGURATION MANAGEMENT

As changes to the CARD are developed based on the outcome of the cost estimates, they are delivered to POE where an impact assessment is performed. Changes are incorporated and change pages distributed.

F5 - CARD APPROVAL

The CARD and its summary are presented to the SDB for approval.

DEPICTION:	AUTHOR: Melissa Leach	DATE: 5/22/92			CONTEXT:
AS-IS	PROJECT: Electronic Document Management	REV:	X	WORKING	■
				FINAL	
	CARDs				
	POC: LtCol Mentecki				

Security Procedures

DRAFT Outline (Annotated) for Cost Analysis Requirements Document (CARD) for SDS Elements

DoD 5000.2 M

DoDI 5000.2

DOD 5000.4

DOD 5000.4 M

F1 — Develop/Update CARD(s)

Inputs:
- Old CARD
- WBS
- Quantity Req.
- Manpower Req.
- Schedule Req.
- Acquisition Req.
- Request for CARD

Mechanisms:
- Services
- SDIO/SD
- Standalone PC
- WordPerfect

F2 — CARD Receipt and Distribution by POE

- CARD
- Distribution Lists
- Notification of Changes
- CARD Changes

Mechanisms:
- Copier
- TASC Personnel
- SDIO/POE
- Postal Service

F3 — Develop Cost Estimations

- Logged CARD
- PLCCE
- SCE
- ICE

Mechanisms:
- SDC
- PC Based Models
- Contractors

F4 — CARD CM

- New Baselined CARD

F5 — CARD Approval

Controls:
- SDB
- DAB
- SDIO/POE
- SDIO/SD

Outputs:
- Unestimatable CARD
- New Models
- Approved/Updated CARD(s)
- CARD Status
- Unresloved Issues
- Summary of CARD(s)

NODE: F0	TITLE: Develop and Maintain CARDs	NUMBER:

F1   -   DEVELOP CARD(S)

F11   -   PREPARE CARD(S) FOR EACH ELEMENT

Typically, one CARD is prepared per element and each MDAP produces a system CARD. The Services, along with SDIO/SD, develop the CARD.

F12   -   CONSOLIDATE INPUTS

Inputs from various sources are consolidated into the CARD using the SDIO/POE prescribed CARD format.

F13   -   PERFORM INTERNAL REVIEW

Most CARDs are classified at the Secret Level. When the CARDs are completed in draft form, they will be formally controlled as Secret documents. In addition, as the CARDs are being developed, all classified information incorporated in them will be strictly controlled in accordance with DOD regulations.

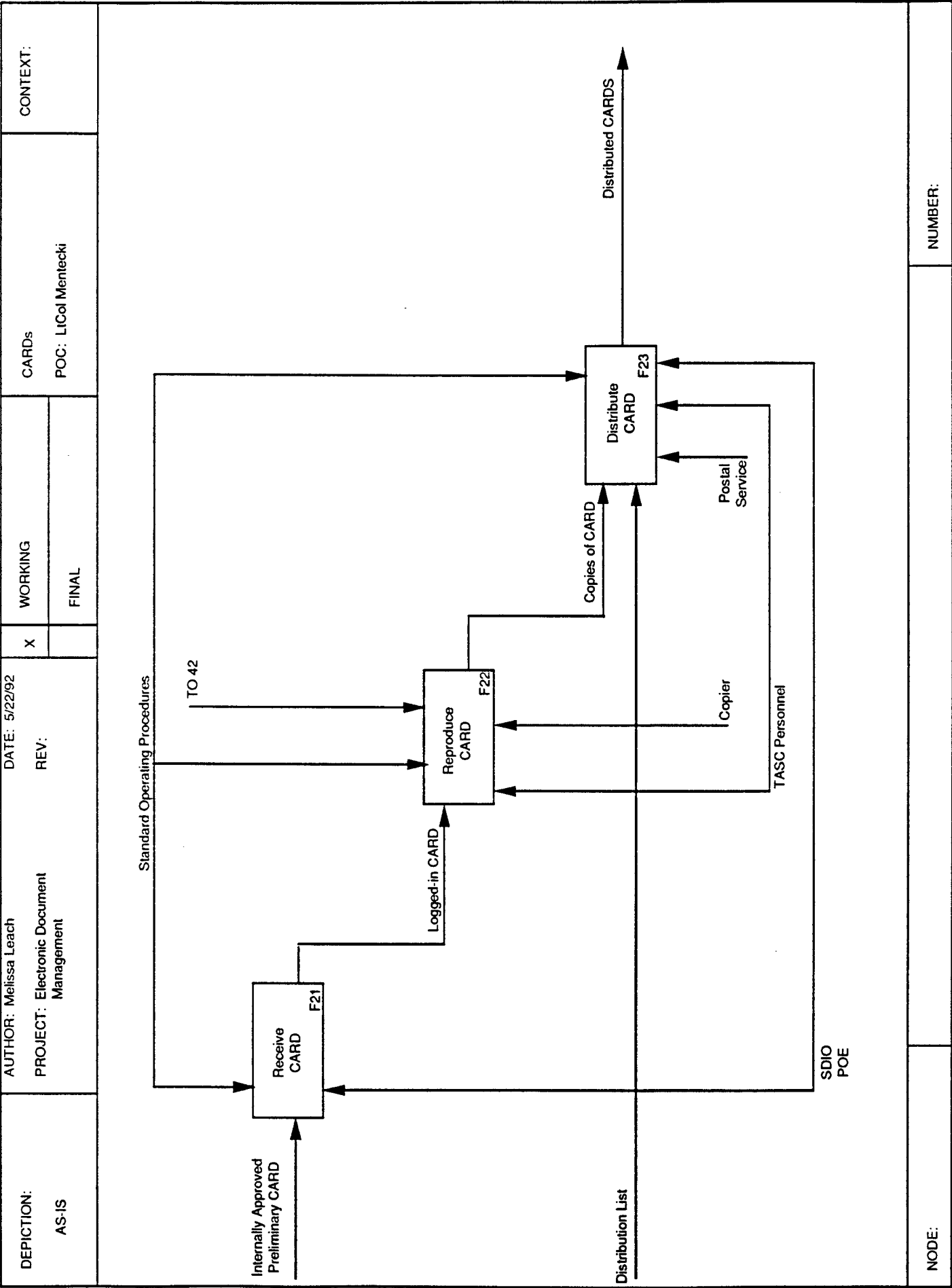F2 - CARD RECEIPT AND DISTRIBUTION

F21 - RECEIVE CARD

The CARD is delivered by SD in hard copy to SDIO/POE where it is logged in.

F22 - REPRODUCE CARD

The document is sent to TASC under TO42 and reproduced.

F23 - DISTRIBUTE CARD

The CARD is mailed to members on the distribution list. This list of recipients remains the same for all CARDs.

AUTHOR: Melissa Leach

PROJECT: Electronic Document
Management

DATE: 5/22/92

REV:

X WORKING

FINAL

CARDs

POC: LtCol Mentecki

Internally Approved
Preliminary CARD

Receive
CARD   F21

Logged-in CARD

Standard Operating Procedures

TO 42

Reproduce
CARD   F22

Copies of CARD

Copier

TASC Personnel

Distribute
CARD   F23

Distributed CARDS

Postal
Service

Distribution List

SDIO
POE

F3   -   DEVELOP COST ESTIMATES

There are 3 cost estimates prepared from the CARD; the program life cycle cost estimate (PLCCE), the independent cost estimate (ICE), and the SDIO cost estimate (SCE). The SCE is prepared by SDIO/POE.

F31   -   READ CARD

The CARD is read to determine if there is enough information present to develop cost estimates. If there is not sufficient information, they will return comments to POE.

F32   -   EXTRACT INFORMATION

The data that is pertinent to the cost estimate is extracted from the document and loaded into a PC.

F33   -   REVISE MODELS

Based on the changes and additions to the CARD from the previous version, the PC based model is revised.

F34   -   RUN ESTIMATES

The models may be used several times to produce adequate results. Communication may take place between the estimators and the CARD originators.

F35   -   CONSOLIDATE RUNS

The SCE, ICE, and PLCCE runs are consolidated into one cost estimate by POE. Issues between the PLCCE/ICE and the SCE may either be resolved or forwarded to the SDB for resolution.

F4   -   CARD CONFIGURATION MANAGEMENT

F41   -   RECEIVE CHANGES

As requirements and schedules change, change pages are developed by the CARD originator and delivered to POE.

F42   -   DETERMINE IMPACT

POE will review the entire CARD in light of changes submitted by the CARD originator. If additional changes to the CARD are required due to the original change, POE will request the additional changes to the appropriate element manager.

F43   -   INCORPORATE CHANGES

Once the changes are complete, the appropriate change pages are inserted into the document. Red lining identifies this as a change.

F44   -   DISTRIBUTE CHANGES

The change pages must be reproduced and distributed to the cost estimators so the estimates can be updated. This is currently accomplished through the mail service without prior notification of changes to the recipients.

F5   -   CARD APPROVAL

F51   -   SDB APPROVAL

Briefings are presented to the SDB by SC and POE. The SD briefing consists of the description/characteristics, schedule, TY $s in millions and issues; while the POE briefs the cost details. The SDB hears and resolves issues from both SD and POE.

F52   -   DAB

The DAB meets at least annually where a summary of the CARD(s) is presented and approved. CARD(s) must receive prior approval from the SDB before being presented to the DAB.

F53   -   DISTRIBUTION

Once the CARD is approved, it is distributed en masse, to be used as input to Service cost estimates and other applicable documents.